

Completed by: _____ Date: _____

END OF EVENT REPORT

EVENT:

Please attach any notes, pictures, forms, fliers, lists, etc. to this form and hand in to executive board. Please expand on any item in as much details as possible. Feel free to list info on the back or on another sheet of paper.

BUDGETED AMOUNT:

AMOUNT
SPENT:

AMOUNT COLLECTED:

Total committee members needed to run event.

Total volunteers needed to run event.

Total staff/faculty needed to run event.

Committee chair responsibilities:

What worked well at the event:

What would you exclude/change for next year:

Materials needed:

Vendors used:

What can be improved for next year:

