

Clubs - Post Event Report

All clubs are required to submit a Post-Club Event Form to the Club Program Coordinator no later than **14 days** after the completion of the event. Event reports are a helpful tool to have during the transition of club executives and are a good way to track your clubs progress and activity over the year. Events hosted by multiple clubs only need one event report submitted.

Attached to this report should be:

- Detailed financial statement of total expense and revenues
- Itemized receipts of all expenses (scanned copies)
- Any necessary floor plans

Event Title: _____

Event Date: _____

Location: _____

Forecasted Budget: _____

Actual Amount Spent: _____

Funding Provided by SA: _____

Attendance #: _____

Equipment Needed:

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |

Event Description:

List or describe what was successful or worked well in the event:

List or describe what was NOT successful or did not work well in the event:

List or describe any actions/recommendations for improvement on future events:

Notes:
