

Event Report

Name and basic description of event (Add poster picture)

Date of event (day, month, year):

Venue:

Important contacts:

Number of participants:

Reason for event:

Financial budget (Spent and money made):

Evaluation of events

Pros:

Cons:

What to do differently in the future:

Conclusion:

Please have the report handed to the Secretary a maximum of 7 days after the event occurred-

Signed:

Date: