

## 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: