

Event Report Form

Event: _____ Chairman: _____

Directions: Complete this report after each event or activity and submit to the Historian, Recorder, or other appropriate officer. Please submit report within seven days of the event and attach any relevant event planning and promotional materials (e.g. photos, flyers, newspaper articles).

Number of Members Present: Other Attendees Present: Total:	<u>Date</u>
<u>Duration of Event</u>	<u>Location</u>
<u>Purpose of Event</u>	<u>Outcome of Event</u>
<u>Additional Notes</u>	