

EVENT SUMMARY

EVENT NAME: _____

DATE: _____

TIME: _____

LOCATION: _____

IN ATTENDANCE: ADULTS: _____

CHILDREN: _____

OVERALL PURPOSE OF EVENT/YOUR ROLE IN PLANNING:

PROCEDURE: HOW YOU ACCOMPLISHED YOUR ROLE FOR THE EVENT/GIVE SPECIFIC TIME FRAMES

attachments:

- Please include list of volunteers on committee with phone numbers and/or emails
- If donations were given, list items, donor and/or business name, address, phone number and contact name
- Include any fliers used, correspondence, samples of thank you letters, etc.
- Total cost of event. Breakdown costs and quantities of items (i.e., paper plates, cups, sodas)

ADDITIONAL SUGGESTIONS:

YOUR NAME: _____
PHONE NUMBER AND EMAIL: _____