

POST-EVENT REPORT



Event: _____

Date: _____ Leader: _____

Attendance: _____ Members; _____ Guests; _____ Total

Total cost: \$ _____ Amount Collected: \$ _____ Net gain (loss): \$ _____

Funds used for: _____

Summary: (how it went, weather, factors affecting event adversely or favorably, outcome, etc.):

Incidents (problems, injuries, etc.):

Other comments, observations, etc:
