

SAMPLE OF EVENT REPORT FORM



EVENT POSTER

NAME OF THE EVENT

Date, Venue (Full Address)

POST EVENT REPORT

PREPARED BY

Name

Date

ORGANIZED BY:



ORGANISING COMMITTEE:

Group of Organizing Committee



THE EVENT

Name of the event was held on date at venue. The event was organised with the hopes of objectives of the event. A total of XXX pax from XXX registered and participated in the event, making it a success.

Brief details of the event, i.e. itinerary, type of events, list of winners and type of prizes given (if any)



ATTENDEES

The event had managed to attract 50 participants from all five halls of residence. Distribution of

participants by halls is shown in Figure 1.

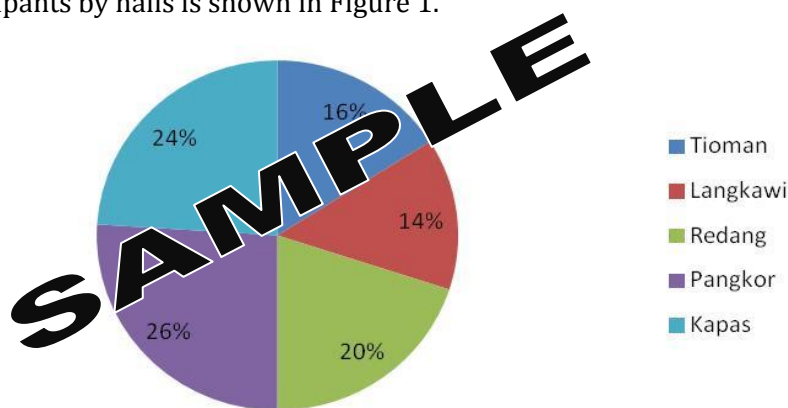
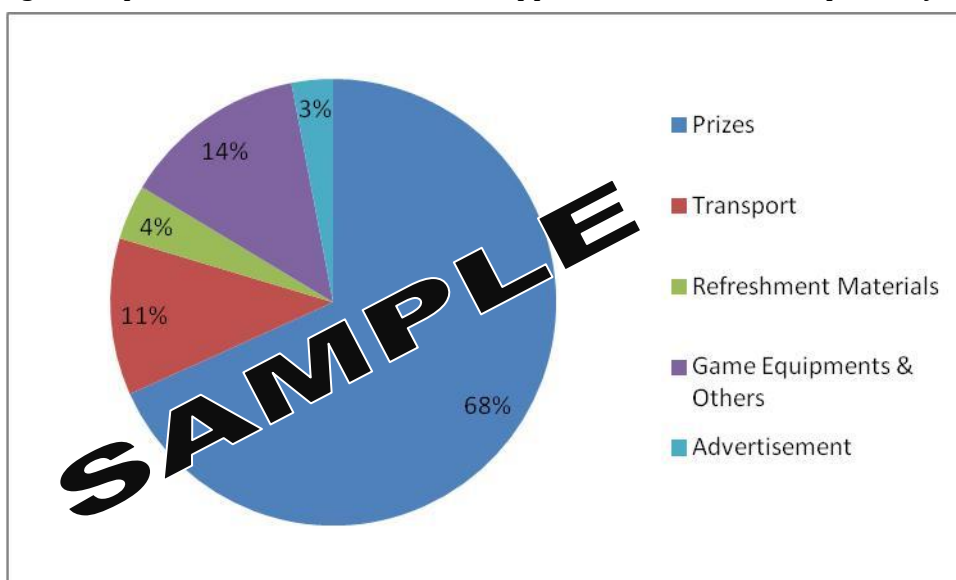


Figure 1: Breakdown of Participants by Hall

SOURCES OF FUNDING AND TOTAL EXPENSES

The sources of funding for Name of the event came solely from xxxx amounting to RMXXXX, registration fees were RMXXXX charged for this event. Figure 2 shows different areas of expenses involved in organising the event. The purchase of hampers and trophy constitutes 68% of the total costs or approximately RMXXXX. Other minor expenses include the purchase of refreshment materials, game equipments, stationery, advertisement and transport. The source of funding and expenses are further detailed in Appendices A2 and A3 respectively.





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WINNERS AND MEDAL DISTRIBUTIONS

The champion of this year's XXXX is XXXXX. The first and second runner ups go to XXXX and XXXX respectively.

The distribution of points collected by each hall for each game is as shown in the following

table:

Table 1

Hall Games	Points collected	per hall for each game.	Kapas
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
XXXX			
Total			

FUTURE PLAN

Response wasn't satisfactory but towards the end, the number of participants registered increased and many more turned up on the day of the event. Given the large participation as well as positive feedback from participants, the organising committee plans to make the Name of event an annual event. Hopefully with constant support from XXXXX, we are able to achieve this next year and in the years to come.

ACKNOWLEDGEMENT

XXXXXXXXX for the facilities and constant support provided throughout the event, Special thanks to XXXX, XXXX, XXXX for their valuable advices and assistances.



Date, Venue (Full Address)

APPENDIX

A1. Name of The Event Organising Committee

- i. Advisor(s) :
:
- ii. President :
- iii. Secretary :
- iv. Treasurer :
- v. Advertisement Officers :
:
:
:
:
:
:
- vi. Event Managers :
:
:
:
:
- vii. Game Masters :
:
:
:
- viii. Photographer :
- ix. First Aider :
:
- x. Refreshment Booth Attendants :
- :