

Activities Planner and Report

Event Name								
Location		Time	D	Date				
Meeting Date Presented and A	Approved		I					
Event Description, Purpose and Objectives								
Event Chairman, Committee								
Facilities, Other People Required Reserved With and D						1 Date		
Advisor Coverage and Drivers								
Budget Income		Expense						
	\$		\$			\$		
	\$					\$		
	\$					\$		
	\$					\$		
Phoning, Invitations or Notices Required		Assigned to)		Comp	Completed		
Participants Planned		Attended	Participants P	Planned			Attended	
1			12					
2			13					
3			14					
4			15					
5			16					
6			17					
7			18					
8			19					
9			20					
10			21					
11			22					

COMPLETE BEFORE EVENT

COMPLETE AFTER EVENT

Event Results, Attendance, Goals Achieved						
Results Income		Expense				
	\$		\$			
	\$		\$			
	\$		\$			
	\$		\$			
	\$		\$			
	\$		\$			
	\$		\$			
Total Income	\$	Total Expense	\$			

Net Income

\$

Improvements for next time

Other Comments