**EVENT REPORT AND ANALYSIS**

EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHAIR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMITTEE MEMBERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE/TIME OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NO. OF PROGRAMS NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_COST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL NO. OF STUDENTS WHO PARTICIPATED: \_\_\_\_\_\_\_

TEACHERS & NO. OF STUDENTS EACH TCHR. ENTERED:

|  |  |  |  |
| --- | --- | --- | --- |
| TEACHERS NAME | # | TEACHERS NAME | # |
| 1. |  | 11. |  |
| 2. |  | 12. |  |
| 3. |  | 13. |  |
| 4. |  | 14. |  |
| 5. |  | 15. |  |
| 6. |  | 16. |  |
| 7. |  | 17. |  |
| 8. |  | 18. |  |
| 9. |  | 19. |  |
| 10. |  | 20. |  |

LENGTH OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANY SPECIAL INSTRUCTIONS TO TEACHERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Expenses | $ | Income | $ |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total |  | Total |

Save 3 programs (one for historian, two for president). Bring any extras to next meeting to share with other teachers. Please write a critique with pro's and con's of the location, expenses, etc. You would you improve the event? PLEASE GIVE A COPY OF THIS INFORMATION TO THE PRESIDENT AS SOON AFTER THE EVENT AS POSSIBLE.