

Appendix 3 – Sample Report

Information to include in a final report summarizing an event:

1. Name of the event
2. Date
3. Number of participants
4. A review of the goals and objectives of the event
5. A description of the people attending the event. Collect information that is useful, for example, the age group, number of men and women, the number attending for the first time and so on.
6. How people heard about the event
7. A financial statement
8. Recommendations for the next event
9. A copy of the program
10. Date to start organizing next planning committee