ΑΦΩ Event Report Form (9/90)

Event Name ______________________________

Event Date and Time(s) ______________________________

Project Coordinator(s) ______________________________

	Sub-PC's	**# Preparation Hours**
Food		
Manpower		
Publicity		
Transportation		

Total Preparation Hours ☐

Project Attendance

# Prospectives	
# Pledges	
# Actives	
# Alumni	
# Others	
Total	

total attendance X average hours per person

Total Event Manhours ☐

Finances

	Expenses		Income	
	Budgetted	***Actual***	***Projected***	***Actual***
Food	$.	$.	$.	$.
Publicity	.	.	.	.
Transportation	.	.	.	.
________	.	.	.	.
________	.	.	.	.
________	.	.	.	.
________	.	.	.	.
Total	**$**	**$**	**$**	**$**

(over)

1. What publicity was there? How effective was it? ____________________

2. What was planned (outline)? ____________________

3. What was accomplished (outline)? ____________________

4. Did we perform a needed service (i.e. was the project worthwhile)? ____________________

5. What went right/wrong? Please detail resource ideas, comments, and constructive criticisms.

6. Would you recommend doing this project again? ____________________

Please write an article for the APOcrypha. This completed form should be returned to the service vice president or another officer. Thank you!