

# COMMITTEE EVENT REPORT FORM

Committee: \_\_\_\_\_ Event: \_\_\_\_\_  
Event Coordinators: \_\_\_\_\_

## TIMING

Date(s) and time event was held: \_\_\_\_\_  
Why did you choose this date and time? Is there another date or time you would recommend in the future? \_\_\_\_\_  
\_\_\_\_\_

How far ahead did you begin to plan the event? Was it enough time? How far ahead should your committee begin to plan next time? \_\_\_\_\_  
\_\_\_\_\_

## LOCATION

Location(s) of the event: \_\_\_\_\_  
Why did you choose this location? Is there a different location you would recommend in the future? Are there any special instructions for reserving or using this location? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PURCHASES/RENTALS (please attach documentation)

Item Purchased	Purchased from/at	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Did you buy too much or too little of any item? Was any item unnecessary? Is there any item you think you should have purchased but didn't? Please explain and make recommendations for future event planners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

