

## AUXILIARY EVENT REPORT FORM

EVENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CHAIRPERSON: \_\_\_\_\_

VOLUNTEERS: # \_\_\_\_\_

PARTICIPANTS: # \_\_\_\_\_

DESCRIPTION OF EVENT:

HOW WAS IT PROMOTED? \_\_\_\_\_

SUPPLIES NEEDED:

THINGS THAT WORKED:

CHANGES TO MAKE:

### ATTACHMENTS:

Financial Report

Volunteer List

Flyers

Receipts

Task List

Any Signs (ex. Rules, sales cost, ballots, etc.)