

# Event Name

## POST EVENT REVIEW REPORT

DATE 10<sup>th</sup> - 12<sup>th</sup> of May, 2016 TIME 10:00 AM - 4:00 PM VENUE

<b>Club Name</b>	
<b>Summary of report</b>	
<b>Targeted number of pax</b>	
<b>Actual number of pax</b>	
<b>Objectives of the event</b>	
Objective 1	<i>[achieved/ partially achieved/ not achieved]</i> - <i>Explanation</i>
Objective 2	<i>[achieved/ partially achieved/ not achieved]</i> - <i>Explanation</i>
Objective 3	<i>[achieved/ partially achieved/ not achieved]</i> - <i>Explanation</i>
<b>Actual Financial Breakdown</b>	Attach receipts if you are making claims
<b>Event Highlights</b>	
Highlight 1	<i>Explanation</i>
Highlight 2	<i>Explanation</i>
<b>Obstacles/ challenges faced</b>	
Obstacle 1	<i>Explanation</i>
Obstacle 2	<i>Explanation</i>
<b>Suggestions for improvement</b>	
<b>Conclusion</b>	
<b>Photos of event</b>	Photo 1 Photo 2 Photo 3