



How to use this form:

- 1) Download the form to your computer
- 2) Open the downloaded version
- 3) Fill out and "save" the form.

DO NOT COMPLETE THE VERSION THAT APPEARS IN YOUR BROWSER WINDOW or you will lose all of your information.

POST EVENT REPORT

Name of Event: _____

Date of Event: _____

Name of Group sponsoring event: _____

Name(s) of key organizer(s) of event: _____

Contact person email/phone (for report questions): _____

Number of people actively involved in creating/carrying out event: _____

Number of event attendees: _____

Expenses: _____

Funds raised or other results: _____

Number of families/people helped (if applicable): _____

Funds will be used for: _____

Please report on (Check all that apply):

Website

Chimes/eNews

Social Media

Announcements

What was the goal of the event and how did it align with our mission:

Additional information you would like to include in the report:

Please send your completed Post Event Report to the church office– info@waterfordcumc.org. All publicity is at the discretion of the staff or marketing team.

Office use only

Date Rec'd: _____

Emailed to facilitators: _____

Notes: _____