

MEADOWLARK EXTENSION DISTRICT EVENT SUMMARY REPORT OUTLINE 4-H EVENTS COUNCIL

To be used by an group, committee or individual using 4-H Council funds. Submit at the first council meeting after you event with a suggested budget for next year.

Activity/Event: _____ **Date of Activity/Event:** _____

Event Information: (Include Time, Location, Cost of Attendance, How many attended, Speakers etc.)

4-H Council Committee Preparation Time Line: *[Be specific on details of how much you ordered, where you ordered from, how much it cost (attach copies of receipts it at all possible), names of contacts if you worked with one person in particular, how early you started to plan, order, and organize this activity. Include anything that will help next years committee.]*

Finances: Did you have enough funds? Yes No (if no please explain) _____

Be sure to turn in a suggested budget for next year with this report.

Do you plan to be on this committee or do this activity again next year? Yes No
What would you change about this activity/event for next year?

What things would have helped you in the process of planning and running this event? _____

Please use additional pages if needed. Be as explanatory as possible. THANK YOU for your time!

For Office Use Only _____
Date Received in Extension Office

Received by (Initials)
_____/Date_____