



LVEPC EVENT REPORT GUIDELINES SCHOOL YEAR 2018-2019

A detailed report is a tremendous asset when preparing for an event. As a Chairperson, it is your responsibility to prepare one report at the conclusion of your event. You may use the attached form or type your own report. If you type your own report, it must include the following information:

1. NAME OF EVENT
2. NAMES AND PHONE NUMBERS OF COMMITTEE CHAIRPEOPLE
3. DATE OF EVENT
4. FACILITIES REQUESTED FOR THE EVENT (room, tables, chairs, etc.)
5. RESPONSIBILITIES OF THE COMMITTEE
6. TIME TABLE FOR PREPARATION OF THE EVENT
7. VENDORS USED
8. ITEMIZED EXPENDITURES WITH THE RECEIPTS AND MONEY EARNED
9. QUANTITIES OF ITEMS USED (paper goods, beverages, food, prizes, etc.)
10. EVALUATION OF THE EVENT
11. SUGGESTIONS FOR NEXT YEAR'S COMMITTEE

PLEASE SUBMIT THIS REPORT TO A CO-VICE PRESIDENT WITHIN TWO WEEKS AFTER THE COMPLETION OF YOUR EVENT.

Should you have any questions regarding information to be included in your report, please contact us.

Thank you again for your continued support of LVEPC!

LVEPC Co-Vice Presidents:

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