**Event Summary Template**

**Format:** 1 or 2 pages of description, sharable to general audience. Last page is for internal viewership. Report to be submitted to GSA EBoard within 1 month of event.

**Pages 1-2**

**1) Name of organization (add logo if any)**

**2) Academic year (example: AY 2021-22)**

**3) E-Board members name and title**

**4) Event name and date and venue**

**5) Description:**

* **Introduction: Significance of the event**
* **Preparations (what arrangements were made)**
* **How did the event go (Audience turnout, reaction etc)**
* **Pictures ! Lots of pictures showing crowd turnout and dedication to cause**
* **Any general comments and future plans**

**Last Page:**

**1) Cost of event vs budgeted amount**

**2) Any GSA eboard members/Reps present (their comments would be valuable)**

**3) Names and email addresses of prize winners**

**4) Status of uploading of receipts to the highlander hub**

**5) Any internal messages to the next eboard/GSA eboard**

**6) list of vendors (to help the next eboard)**