

Kendall Lions Committee Report Form



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This **Event Form Report** shall be filled out by the Committee Chairman, when the event is completed, and given to the Club Secretary, who will make **Copies** and distribute them to the Lions listed below.

Event: _____ Date: _____
 Chairman: _____ Location Held: _____

Committee Members and Hours:

<u>Lions:</u>	<u>Hr's</u>	<u>Lions:</u>	<u>Hr's</u>	<u>Lions:</u>	<u>Hr's</u>

Lions and Others Participating:

Total Event Hours: _____

Brief **Description** of the Event: _____

Number of people attending or participating in this event: _____

Tickets used: **Yes** (or) **No**, Number of tickets sold: _____

Ticket Price: Adults _____, Children _____, Other _____

Money out for the following:

<u>Money Spent for:</u>	<u>To:</u>	<u>\$</u>
Total Cost:		

Total Money In: _____ Lions Profit: _____

Event **Problems?** _____

Was the Event Worth-while? _____

Should this Event be repeated? _____

What should be added, removed or changed? _____

Were pictures taken? _____ Are copies available for Club records? _____

Copies:

<u>To:</u>	<u>Date:</u>	<u>For:</u>
Board of Directors		Event Evaluation
Club Secretary		Secretary Annual Activities Report & Club Records
Club Treasurer		Present Accounting & Future Budgeting
Club President		Final Reports of Retiring Officers
Club Publicity Chairman		Club Newsletter, 20E1, MD20, Public News
Next Years Event Chairman		Future Planning

Please make pertinent **Event Notes** on the back of this form. Such as:

1. How did/does this Event help local citizens?