

Name of Club		Semester			
EVENT DETAILS					
Event Name		Event Date (DD/MM/YYYY)			
Event Time		Event Venue			
Scale of Event		Organising Chairperson			
REPORT DONE BY					
Full Name		Miri Student ID			
Email Address		Contact Number			

#### **SUMMARY OF EVENT**

Brief introduction and objectives of the event

### **CONTEXT OF THE EVENT**

- Event flow
- Food and Beverages Prepared
- Activities Conducted
- Prizes Given

### **OUTCOMES OF THE EVENT**

1.

2.

e.g. 1. Managed to attract new students of diverse backgrounds to learn a new skill



### **EVIDENCES**

- Photos of the event
- Attendance list

#### **IMPROVEMENTS**

- Feedbacks from students/suggested improvements for future references

\*Unless stated, all contents should be in short paragraphs



POST EVENT FINANCIAL REPORT					
INCOME GENERATED					
No	Source/Sponsor	Amount (RM)			
	Total Income	RM			
EVENT EXPENSES					
No	Item(s)	Quantity	Amount (RM)		
Total Expenses			RM		



PREPARED BY						
By signing this report, I confirm that every information in this report is correct.	Name	Position	Date			
Sign in this box						
APPROVED BY						
By signing this report, I confirm that every information in this report is correct.	Name	Position	Date			
Sign in this box						