

\* Please note that all Post Event Report Form must be sent to the Student Council Secretary at  
 secretary.sc@curtin.edu.my

|                       |  |                            |  |
|-----------------------|--|----------------------------|--|
| <b>Name of Club</b>   |  | <b>Semester</b>            |  |
| <b>EVENT DETAILS</b>  |  |                            |  |
| Event Name            |  | Event Date<br>(DD/MM/YYYY) |  |
| Event Time            |  | Event Venue                |  |
| Scale of Event        |  | Organising<br>Chairperson  |  |
| <b>REPORT DONE BY</b> |  |                            |  |
| 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*

**President**  
 Alexander Jacklya Bin  
 Dakius  
**Secretary**  
 Lemuel Anak Robin  
 Johnson  
**Treasurer**  
 Alvin Tan Sien Ming

**Vice President**  
 Lee Tone  
**Vice Secretary**  
 Natalia Lim Xiao Ying  
**Vice Treasurer**  
 Ai Mei Jumawan Su

**Academic**  
 Donavon Soh Chi Yu  
 Resty Anak James

**Activities**  
 Chai Xiao Wei  
 Lim Ee Hann  
 Wyatt Anak Berenin

**Marketing and  
Publicity**  
 Felenne Hoe Yen Yu  
 Nurul Alya Husna Binti  
 Husini  
 Phoebe Mae Apex

**Welfare**  
 Eva Liana Vu  
 Vaneri Remon Anak  
 Giles Gana

**International**  
 Faradina Leareen  
 Strout

## 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***

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**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          |

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| PREPARED BY                                                                                                               |      |          |      |
|---------------------------------------------------------------------------------------------------------------------------|------|----------|------|
| <i>By signing this report, I confirm that every information in this report is correct.</i><br><br><i>Sign in this box</i> | Name | Position | Date |
|                                                                                                                           |      |          |      |
| APPROVED BY                                                                                                               |      |          |      |
| <i>By signing this report, I confirm that every information in this report is correct.</i><br><br><i>Sign in this box</i> | Name | Position | Date |
|                                                                                                                           |      |          |      |

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