

# Event Report & Critique

Please fill this form out upon completion of the event. Future groups who may plan the same or a similar activity will use this form. The type of information requested is to answer the same questions that you asked yourself when planning this event.

Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

Contact: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Web site: www. \_\_\_\_\_

Total Event Cost: \$ \_\_\_\_\_ Estimated Cost: \$ \_\_\_\_\_ \$ Collected \_\_\_\_\_

How much did we charge? \_\_\_\_\_ per Scout \_\_\_\_\_ per Adult

Attendance: \_\_\_ Scouts / \_\_\_ Adults

Event Coordinator(s):

Lodging:

Menu:

Good Points / Bad Points / What would you do different next time:

Attach any Flyers, Maps, Pamphlets, etc. to form.