**EVENT REPORT**

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| --- | --- |
| **Organiser**  **(Club Name)** |  |
| **Event Name** |  |
| **Date of Event** |  |

**Student Participation**

HWUM Participants :    Non-HWUM Participants :

**Event Outcome**

**Financial Report**

|  |  |
| --- | --- |
| **I****ncome** |  |
| **Sponsorship** |  |
| **Expenditure** |  |
| **Profit/Loss** |  |

**Reflection & Follow Up**

How can the event be improved in the future? List steps to ensure continuity of the impact of this event.

Kindly attach three pictures of the event in your event report and submit a hardcopy event report to your respective HWUMSA club’s officers.

**Prepared By,**

Name :

Position :

Date :

**Reviewed By,**

Name :

Position :

Date :