

Church of the Holy Family

Event Report

Name of event: _____

Chairperson(s) or Group: _____

Date of event: _____

Where was this event held: _____

When and how was this event promoted or communicated: _____

Details of planning: _____

Number of volunteers needed: _____

Give a brief summary of the event: _____

What were the jobs of the Chairperson(s): _____

What were the jobs of the volunteers: _____

What supplies were needed and where did they come from: _____

Describe set up and breakdown:_____

Diagram of setup:

Comments (i.e. what worked or what didn't):_____

Suggestions for the future:_____
