



WEST BELLEVUE CHAPTER

**EVENT REPORT**

Young Man's Report    Mother's Report

**Part 1 – Event Details**

Philanthropy Event Evaluation    Speaker Evaluation    Other \_\_\_\_\_

Report Submitted by (Name and Title): \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Event/Activity/Speaker: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location \_\_\_\_\_ Grade Level: \_\_\_\_\_

Contact Information, website, address, etc. (please attach business card): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event/Speaker Coordinated by \_\_\_\_\_ Total Expenditures: \_\_\_\_\_

How many NLYM (young men) members in attendance: \_\_\_\_\_ Mothers: \_\_\_\_\_

Prep required/ Items needed:

Please give as many specific details as possible, (how many chairs/tables, how much food was served/purchased, list of supplies, where did the supplies come from, breakdown of expenses, etc.) Please attach any flyers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information may be attached or you can continue writing on back of this sheet.

Would you repeat this activity/speaker next year? If yes – what changes would you suggest? If no, why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Part 2 – Media Report**

### **Summary of Event:**

In paragraph form include the following (this will be published exactly as you write it):

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### **For Philanthropy Event:**

- Three highlights or descriptive sentences about the event
- How did the philanthropy benefit from our participation?
- Describe how our members felt about participating (include quotes and descriptive words) and any observations.

### **For Speaker:**

- Three or more key ideas and three key things we learned (why the information was useful or meaningful).
- One or two reasons why others may benefit from this speaker or his literature/website, etc.
- Anything else you think was interesting, funny and important to share.

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Additional comments may be attached.

Submit, along with photos, to the board Historian for record keeping and distribution to appropriate individuals.