

Input Club
Logo Here

Name of Event

POST EVENT REVIEW REPORT

DATE

DD/MM/YYYY – DD/MM/YYYY

TIME

10:00 AM - 4:00 PM

VENUE

Club/Society Name	
Summary of report	
Targeted number of pax	
Actual number of pax	
Actual List of VIP attended (If any external invitation)	<i>Name of speaker or VIP attendees & company name (if any)</i>
Actual Type of Sustainable Development Goal (SDG)	
Objectives of the event	
Objective 1	<i>[achieved/ partially achieved/ not achieved] - Explanation</i>
Objective 2	<i>[achieved/ partially achieved/ not achieved] - Explanation</i>
Objective 3	<i>[achieved/ partially achieved/ not achieved] - Explanation</i>
Actual Financial Breakdown	
<i>Put your actual financial breakdown here. If it is too long, attach at the end of the report as appendix.</i>	
Event Highlights	
Highlight 1	<i>Explanation</i>
Highlight 2	<i>Explanation</i>

[Club Name]

ADDRESS No. 5, Jalan Universiti, Bandar Sunway 47500, Selangor Darul Ehsan, Malaysia.

EMAIL

Obstacles/ Challenges Faced	
Obstacle 1	<i>Explanation</i>
Obstacle 2	<i>Explanation</i>
Suggestions for improvement	
Conclusion	
Photos of event (compulsory)	Photo 1 Photo 2 Photo 3

Prepared by

Verified by

.....
Full Name
Position

.....
Full Name
Position (*either President/Vice President /Club Advisor*)