



## Event Report

Event Chairperson or Member:

The intent of the Event Report is to help units, counties or districts track events throughout the year to help streamline the year-end reporting process.

- Event Reports are not mandatory and may be updated based on unit, county or district needs.
- Submit Event Report no later than 30 days after the event to your Unit, County or District President or Report Chairman to include in the Unit's year-end Impact Report.
- Attach a written narrative of this event report to include, but not limited to purpose of event, activities held, profit, donation intended, etc. You may wish to also include any advertisements, press releases or pictures.
- Provide suggestions for improvements or changes to the event as needed.

Unit Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_ District No.: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Chairperson's Name: \_\_\_\_\_

Committee Member Name(s):

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

Total Hours: \_\_\_\_\_ Total Dollars: \$ \_\_\_\_\_

Number of Veterans Served: \_\_\_\_\_

Impact Report Program Category: \_\_\_\_\_

**ATTACH EVENT NARRATIVE**  
*Include positives, negatives, and solutions*