Event Review

This form is to be submitted after the event to provide an overview of how the event ran, if it ran to plan and what the final participant numbers were.

Please also send a spreadsheet showing the actual income/expenditure and a single invoice for payment of any funding due.

The event review, financial spreadsheet and invoice are to be emailed to vtpc_committee@outlook.com with the subject line: Event Review: [Event Name]

Event Manager

Name | Mobile

Email

Event Information

Event name:

Location:

Date/s of event:

Did the event run as planned? No

List all participants who are members registered in the VTPC area:

Please provide a summary of the event on the next page, including any issues impacting the event, how the event ran and what difference the VTPC funding made in adding value.

Event Summary

VTPC Use Only

Total funding paid:

Date approved:

Comments: