**Event**: Name of the event

**Date**: Date on which event was conducted

Time:

Participants/ Attendees: No. of Attendees/Participants

## Add two photos of the event.

## **Preparations:**

This part would include the details of the preparation made for organizing the activity with respect to the meetings conducted and the things discussed.

#### **Activities conducted and event details:**

This part would list the details of the various activities that were conducted as a part of the event along with their description as to why the activity was conducted and what happened during the activity.

### **Positives:**

This part would contain all the positives of the event that was remarkable.

# **Negatives:**

This part would contain all the negatives of the event that could have been avoided and have to be improved for the next event