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| **Project/Event Name:** | | **Committee:** |
| **Purpose of Project/Event:** | | |
| **Date(s) of Project/Event:** | **Where was this event held? On-campus or off-campus:** | **Project/Event Leader:** |
| **Length of time of the event:** | **Approximate hours spent preparing the event:** | **Approximate hours spent executing the event:** |
| **Number of active members participating:** | **Total number of active members in the Chapter at the time of the event:** | **Estimated audience demographic:** |
| **Please describe the preparation for the event:** | | |
| **Please describe the details of the event itself:** | | |
| **Please describe any challenges you faced/thing you would improve next time:** | | |
| **Suggestions for the Future:** | | |
| **Other Helpful Info:** (Ex. Outside contact info) | | |
| **Filled out by:** | | |