



DIVISIONAL EVENT REPORT FORM

Name: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_

Clubs in Attendance:	Number of Attendees From that Club:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other Attendees and Guests:

Briefly describe the event below.

Explain the steps you took to plan and advertise this event (a numbered list of actions is acceptable), give a brief summary statement on the results of the event that includes the amount of funds raised and the planned recipient of those funds, and note any further actions that must be completed in regards to this event.

*Copies go to District Administrator, Zone Administrator, District Governor, District Secretary, and International Trustee within ten days of the Divisional Event. **Be sure to include any promotional tools in your email.***