



**SCHOOL OF SOCIAL WORK  
GRADUATE STUDENT  
ORGANIZATION**

**EVENT FORM**

This form is to provide event information that will be useful for future student leaders.  
Please fill out the form thoroughly.

**Basic Event Information**

Title	
Date	
Location	
Events Purpose	

**Expenditures**

Please list all expenditures made for this event; include the vendor where the expenditure was made, and the amount spent.

Expenditure	Vendor	Vendor Amount
Total Amount Spent		

**Vendor Information**

Include information on restaurants, grocery stores, decorations, speaker/guest honorariums/payments, and other supply purchases.

Was food provided? If yes, provide Milagros with a copy of the order form/receipt.

- Yes
- No

Did you work with/make a purchase at a vendor?

- Yes
- No

**Vendor #1**

Name	
Phone	

Address	
Contact Person	

Would you use this vendor(s) again?

- Yes  
 No

If no, why not?	
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**Vendor #2**

Name	
Phone	
Address	
Contact Person	

Would you use this vendor(s) again?

- Yes  
 No

If no, why not?	
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**Vendor #3**

Name	
Phone	
Address	
Contact Person	

Would you use this vendor(s) again?

- Yes  
 No

If no, why not?	
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**Event Outline**

Please list everything that was done to prepare for, put on, and wrap up after your event; your description should include the following:

PRIOR TO THE EVENT what did you do? (e.g. reserving a room, submitting expenditure forms, ordering food, confirming speakers/guest, obtaining parking passes, IT needs, advertising.)

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DURING THE EVENT what happened? Attach program if applicable! (e.g. setting up, opening remarks, time for eating, describe presentation/activity, closing remarks.)

AFTER THE EVENT what needed to be done? (e.g. clean up, submitting bills/receipts.)  
List each step and date it was completed (bullet points are fine):

If you were to put on this event again, what recommendations would you make (both things to do and not to do)?

**Additional Information**

Please provide Milagros with copies of any advertising, programs, handouts, receipts, etc. that may be useful for future leaders to reference. Also, if there is any additional information you would like to share, please do so below.

**Student Leader Information**

Name	
Interest Group/Committee	
Date	