**Revelle College Council Post Event Report**

**Within 7 days after the event date:**

1. Complete and email this form to your advisor.
2. Compile expense receipts and event attendee list.
3. Advisor will email a PDF file with completed form and documents outlined above to RCC VP Finance at rccfinance@ucsd.edu, with a copy to redean@ucsd.edu.

**IMPORTANT NOTES:** Funding allocations for future events/requests may not be approved if this form is not turned in within 7 days after the event date. Any leftover monies **CANNOT** be carried over to another event. RCC will fund only up to the amount approved.

**Top of Form**

**\* Required**

|  |  |
| --- | --- |
| **\*Today’s Date (mm/dd/yy):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Quarter:** |  | **\*Year:** |  |

|  |  |
| --- | --- |
| **\*Organization(s):** |  |

|  |  |
| --- | --- |
| **\*Event Title:** |  |

|  |  |
| --- | --- |
| **\*Event Date (mm/dd/yy):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Event Start Time:** |  | **\*Event End Time:** |  |

|  |  |
| --- | --- |
| **\*Location of Event:** |  |

**\*Please briefly describe what happened at the event (3-5 sentences).**

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**\*What was the goal of the event?**

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**\*To what extent did the event achieve the goal?**

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| **\*Amount Approved by RCC:**  |  |

|  |  |
| --- | --- |
| **\*Actual Total Expenditure:**  |  |

|  |  |
| --- | --- |
| **\*Income Received (if applicable):**  |  |

|  |  |
| --- | --- |
| **\*Actual RCC Funding Utilized:**  |  |

*Please note that the “Actual RCC Funding Utilized” will be the same as the “Actual Total Expenditure” unless the event utilized other sources or income (including ticket sales, underwrites, other funding sources, etc.).*

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| --- | --- | --- | --- |
| **\*Expected Attendance:** |  | **\*Actual Attendance:** |  |

**\*How was the event publicized? (mark all that apply with an “x”)**

|  |  |
| --- | --- |
|  | InfoLink |

|  |  |
| --- | --- |
|  | Posters/Flyers |

|  |  |
| --- | --- |
|  | Social Media |

|  |  |
| --- | --- |
|  | Email Listservs |

|  |  |
| --- | --- |
|  | RA Newsletters |

|  |  |
| --- | --- |
|  | Other (please explain below) |

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**\*Please tell us more about the event, by answering the following questions:**

**What was/were the most successful aspect(s)? What aspect(s) could use improvement for next time? How did this event compare to the last time the event was held (if applicable)? Would your organization repeat this event?**

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**Additional Comments:**

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By providing the following completed contact information, I am indicating that the information provided above is true and complete to the best of my knowledge and belief.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **\*Name:** |  | **\*Phone:** |  | **\*Email:** |  |