



## APU STUDENT AFFAIRS EVENT POSTMORTEM CHECKLIST

### Event Postmortem Check List

Please tick the check list and ensure that all required postmortem report and closing account were submit at least 7 working days before the required date. This is to ensure the best efficiency of the university to aid the event. Any late requests will not be entertained. Feel free to email us at [studentaffairs@apu.edu.my](mailto:studentaffairs@apu.edu.my) or contact any of our staff at student affairs department.

#### **BASIC INFORMATION**

Name/TP: _____	Event Date/Time: _____
Club/Societies: _____	Venue: _____
_____	_____

#### **Closing Account**

- Make sure the closing account statement/post event budget were compiled into a proper documentation.
- All proof of the expenses such as receipt shall be compiled and submit.
- Double check the receipt with the account expenses statement.
- The closing statement for budget proposal shall be balanced and break even.
- The unused budget and requested budget shall return to the APIIT & APU Management.

#### **Event Supplementary & Materials**

- All items have been returned to the related department.
- After event item has been stored/disposed correctly.
- All rubbish and mess created has been cleared.
- All damaged or lost to APU property done by the event has been replaced

#### **Postmortem Report**

- Make sure postmortem meeting(s) has been held.
- Include problems, complaints & event details.
- Attach closing account & original receipts