



{EVENT NAME}

Club Name:

Title:

Advisor:

Event Date:

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1.0 EVENT OVERVIEW

{State the event overview of your event. Include a brief description and the flow of the event. Also add in other relevant pictures of your event}

1.1 BOARD MEMBER.

BOARD OF MANAGEMENT **{EVENT NAME}**

ADVISOR

{Name}

PRESIDENT

{Name}

VICE PRESIDENT

{Name}

PROJECT MANAGER

{Name}

ASST. PROJECT MANAGER

{Name}

SECRETARY

{Name}

REGISTRATION & PUBLICITY EXCO

{Name}

FOOD & BEVERAGES EXCO

{Name}

PROTOCOL/ASSEMBLY EXCO

{Name}

LOGISTIC & MEDIA EXCO

{Name}

PERFORMANCE EXCO

{Name}

1.2 EVENT REPORT

{State the full event report of your event. Include a brief description and the flow of the event. Also add in other relevant pictures of your event}

3.0 BUDGET

Kindly refer to the attachment for the budget report.

4.0 RECEIPTS

Kindly refer to the attachment for the receipts.

5.0 ENDORSEMENT

{State your hopes for APU to endorse the event. Also state relevant benefits for APU to endorse the event}

Approved by,

{Project Manager}

Project Manager, {Event Name}

Witnessed by,

{Advisor Name}

Advisor, {Club Name}

{Please attach all relevant receipts used for the event}