

Post Event Report Form (Printable)

Fill out Post Event Report form and return it to the Seneschal, if possible by the next business meeting. Turn in all receipts to the Exchequer.

PLEASE TYPE OR PRINT CLEARLY

Name of Event: _____ Date of Event: _____

Event/Feast Steward(s):

Responsible For	SCA Name	Legal Name	Contact Info (preferred method)

Summary of Activities at Event:

- Archery/Thrown Weapons (Ranged) Arts & Sciences Armored Combat
 Children's Activities Classes/Demos Feast/Luncheon
 Fund Raiser(s) Merchants Rapier Combat
 Other _____ (Please include description)

Event Description: _____

Site Information:

Site Name: _____
Address: _____
Site Contact Person: _____
Site Phone/E-mail: _____

Site Commentary: _____

Marshal(s) in Charge:

Responsible For	SCA Name	Legal Name	Contact Info (phone & e-mail)

Incidents:

Injuries:

Lost and Found:

Other Reports: *(attach other reports after this page)*

The following are notes that may be helpful to future Event Stewards of this event, in no particular order.

What went well? _____

How could the event have been improved? _____

How could the feast have been improved? _____

Recommendations for the future: _____

What was done with the profit from this event? _____

Event Steward Date Seneschal Date Received