

Appendix Two Post Event Summary Form

Demographics

Date

Program

Event name

Event Date

Event organizer name

Event organizer email

Total number of residents in this program

Number of attendees at the event

Please list the name of each resident attendee (this is needed for reimbursement)

Were all attendees residents?

Yes

No

Total cost of the event

Total funded by the RWBC

Event Summary Details

Summary of the event

What went well?

What could be improved on?

Please list the names and contact information of any speakers, organizations or businesses that might be interested in helping other programs organize similar events.