

University of Notre Dame Multicultural Student Programs and Services Post-Event Report



In order to request funding from MSPS, each organization must submit the following form after each event.

MSPS Student Organization: _____ Date: _____

Event Information

Title of Event: _____

Date of Event: _____ Day of the Week: _____

Location : _____ Begin Time: _____ End Time: _____

Location Contact Name: _____ Contact Phone: _____

Co-Sponsors: _____

This event is part of: Heritage Month Annual Event Membership Drive Fundraiser

This event is: Social Cultural Academic Community Service Project

How did you advertise? Table Tents Flyers Observer Email List Serve Internet Website

When did you advertise? 1 week before 2 weeks before 1 month before Other _____

Did you sell tickets? Yes No Who printed & sold tickets? _____

Expected Attendance: _____ Actual Attendance: _____

Who was the target audience? _____

Expense Report

Attached additional form if needed

Date	Item Description	Total
	Total	

Recommendations

What would you recommendation to improve this event? _____
