



Manitoba Girl Guides Event Report

Event Details

Event name:

Date/Time:

Location:

Number of Participants (please include staff, ratio Guiders and parents if applicable):

Description of event:

Program details (please attach a list of activities/itinerary etc):

Planning

How long did this event take to plan?

Was there a committee created for this event? Please attach minutes of any planning meetings.

What was the budget for the event and what were the actual costs? Please attach a list of expenditures and explain reasons for any budget overages.

Execution

What do you think were the most positive aspects of this event and why?

Where there any difficulties encountered during this event?

How can this event be improved?

Comments (please list any comments or concerns from the event)

Completed By:

Date: