



Cary Newcomers Club, Inc.

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Activity Recap

Purpose: To assist future committees and the Executive Board plan events/activities for the Club, please complete this form in its entirety.

Name of Activity: _____

Type of Activity: _____ Date and Time held: _____

Place held: _____

What Standing Committee organized the activity? _____

Committee members that worked on this activity (use separate sheet if necessary): _____

COSTS:	<u>Planned</u>	<u>Actual</u>	<u>Funding Source *</u>
Facility			
Food & beverage			
Program			
Handouts/prizes			
Printing/mailing			
Other: _____			
TOTAL COSTS			

* *Funding Source: reimbursed by ticket cost, paid by grant from Executive Board or given as donation?*

What was the facility capacity? _____ Break-even attendance number? _____

How many members participated? _____ Guests? Yes / No How many? _____

What was the cost per member? _____ Cost per guest? _____

Would you recommend that the Club hold this activity again? Yes / No

What changes would you make if you were to do this again? (use separate sheet if necessary) _____

What suggestions/recommendations do you have for the next organizing committee? _____

Name & title of person completing this form: _____ Date: _____