

Event Report Rubric

Event Title

Time and Date of Event

Formal Event Confirmation (if it applies) – can be attached on separate paper

Event narrative – Written by student attending the event; a brief narrative of what the team did during the event, including noteworthy highlights of how the team interacted with the community.

At least 2 quotes from audiences from event

Team Members Supporting the Event Preparation Listed

Team Members Attending the Event Listed

Pictures of the Event with captions that document the event activities filled with the event action.

Who submitted the Event Report

Date of Event Report Submission

Sign in sheet from the event attached

Please submit all event reports to the secretary prior to the next officer meeting following the event

Event Organizer should ask for documentation from community organization of the involvement of our team members.

Secretary emails

Serena Hsieh- thumblina6242@hotmail.com

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