

**WESTMARCH POST EVENT REVIEW FORM**

***First portion to be filled out by event steward(s) – Second portion by board representative***

**Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Year and Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Event Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Event Steward(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Attendance**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Definition**: The total number of individuals who attended the event

**Breakdown of Attendance**:

* + Full Pass Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Day Trip Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Underage participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Free passes given (as gifts or other compensation):\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL SUMMARY**

**Gross Profits**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Definition**: The total revenue generated by the event before deducting any expenses. This includes attendance sales, gear sales, donations, or other income generated by the stewards or event.

**Total Expenses**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Definition**: The total cost incurred to host the event. This includes venue rental, equipment, food, insurance, equipment, and any other relevant expenditures.

**Net Profits**: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + **Definition**: The remaining revenue after all expenses have been deducted from the gross profits. Net profit provides a clear picture of the event’s financial success. **Gross Profits minus Total Expenses = Net Profits –** This can also be a negative number (or a loss of profit). Please report this number as accurately as possible.

**Event Expense Breakdown (Attach all available documents/emails)**:

* + Venue: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Equipment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Food/Beverages: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Advertising: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Insurance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Miscellaneous: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT DOCUMENTATION**

**Receipts and Invoices**: Attach copies of all receipts and invoices for expenses along with Spreadsheet used for keeping track of event finances and income.

**Event Bid**: Attach the original bid for the event, if available, for comparison.

**Attendance Records**: Attach sign-in sheets

**EVENT EVALUATION**

Did the event meet its primary goals? List key successes and any challenges faced during the event:

**Recommendations for Future Events**:

***Continued below***



***Review notes on above information from Westmarch Board of Directors:***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**Was the information provided by the Stewards acceptable and fully detailed?**

**Yes:
No:**

**Does the Board consider this event review final and closed?**

**Yes:**

**No:**

**SIGNATURES**

**Event Steward:**
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board of Director Representative:**
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional details for the Board of Directors event review form.**

This event review form is designed to align with California nonprofit code. It ensures transparency, proper tracking of event income and expenses, and accountability to members and stakeholders. All documentation should be retained for a minimum of three years and made available to any member of Westmarch by being hosted publically. This form may have value by simply being a snapshot of previous events to support future event stewards in hosting future events.

*Vivat Westmarch!*