



ACF Program Post-Event/Project Report

Thank you for hosting a branch initiative! Within 10 business days following the event, please:

- 1) Complete the form below;
- 2) Submit the form with a final list of attendees to communities.alumni@mcgill.ca;
- 3) Attach any copies of invoices to be paid, or if payment was undertaken by a member of the branch, attach copies of all original receipts.

Regional Branch or Group

Event/Project name

Contact name

Event/Project location

Event date (mm/dd/yyyy)

Contact email

Who attended? Alumni Students

Total participants Other

Final budget (in CAD\$)

Please note that branch/group events are expected to operate on a break-even basis. Revenues, inclusive of MAA funding, are expected to cover expenses.

Expenses	
Venue	
Food	
Audio/visual	
Speaker gift/honorarium	
Participant give-aways	
Service fees	
Other	
Total expenses	
Revenues	
Ticket revenue	
ACF funding received	
Other funding	
Total revenue	
NET PROFIT/LOSS	

Event/project summary

- > Explain the purpose and overall outcome.
- > Did the participation rate meet your expectations?
- > If not, please provide thoughts as to why not.

What aspects of your event/project were most successful?

What aspects of your event/project would you recommend to other branches?