



Women's Ministries Event Summary

Event Information

Event

Team Members

Coordinator

Budget

How many attendees

Questionnaire

Factors which may have affected attendance (if any):

Evaluate each of the following which may apply, including suggestions if the event is repeated

Promotion of the Event:

Location:

Cost:

Program:

Speaker:

Food:

Do you believe this event fulfilled its intended purpose? Why or Why Not?

Event Budget Summary

Date	Item(s)	Expenses
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	Total Event Expenses	\$

Donated Items

Item(s)	Value
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	Total Donation Value
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