

Event Activity Summary Template

Event Name

Enter event name

Date

Location

Enter location

Organizer

Organization or Team

Event Lead

Main contact person

Contact Info

Phone or Email

Event Summary

Brief Description

Describe the purpose and overview of the event

Attendance

Number of Attendees

Target Audience

e.g., youth, families

Key Activities

Activities Conducted

List and briefly describe the main activities

Outcomes & Impact

Results Achieved

Summarize outcomes, successes, and any challenges

Event Budget Overview

Revenue/Source	Amount	Expenses	Amount
Source		Expense	

Notes & Recommendations

Add feedback, lessons learned, or suggestions for future events