

Report for Stated Session - Naphis Temple No. 66

EVENT ACTIVITY SUMMARY

(This report is to be read during a Stated Session when the final report has been completed. Make sure to give a copy of this report to the Queen and Princess Recorder when completed.)



REMEMBER: Keep the report brief with only the basic facts: **GOAL?** One-half page or less!

- Use the **KISS RULE:** Keep It Short & Simple
- Use the **WISE-5 RULE:** Who/When/Where/Why/What – produce a conclusion or recommendation for similar events in the future
- Use **BULLETS:** To highlight points instead of long sentences and paragraphs
- Use **COMMON SENSE:** A report printed in a Newsletter need not be presented again at a Session unless action is required.

Event Name: _____

Event Date / Time: _____

Event Location: _____

Attendance (estimate as needed): _____

Net Financial Proceeds (profit or loss, if any): _____

Brief summary of significant details and / or significant assistance given / recommendations:
(this is what is read at Stated Sessions)

Report submitted on , _____
(date report given at Stated Session)

by Event Chairperson (or her designee) _____