

Event Name

Academic Year

Event Committee Members

Please indicate committee chair or co-chairs

Event Purpose

Please provide a brief statement regarding the event's focus. Please include information regarding the intended participants of the event. If the event has specific objectives that have been identified as a function of the purpose, feel free to include these as well.

Event Evaluation and Narrative

Please provide information regarding the outcomes of the previous academic year's event as they relate to the purpose of the event. Include available data regarding the success of the event such as registration information and participant evaluations. Please include any narrative comments providing a more information regarding the success of the event.

Recommendations

Please provide recommendations regarding future versions of the event. Include any changes to the event's structure and purpose based on evaluation data or committee member feedback. Please provide suggested or scheduled dates and times for future events.

Budget Request

Please provide funding information for the event. If the event committee is planning to request funds from the CDN budget, please provide a brief summary of the level of funding that will be requested and how the funds will be used. A formal budget request form will be provided before the CDN budget is set for the next academic year.