POST EVENT REPORT

{Name of Club / Society}
{Name of Sponsoring School}
{Event}
{From ____ To ____}

Signature: _____

Name: _____

President Club / Society

Signature: _____

Name: _____

Faculty Sponsor

1. **Introduction:** General info about the event including dates etc (4/5 lines)

2. **Purpose of Visit:** (4/5 lines)

3. **Timings**

   a. Time Out from NUST (**day 1**): _____ hours

   b. Time Reached at Destination: _____ hours

   c. Time started back for NUST (**on way back**): _____ hours

   d. Time reached NUST: _____ hours (**cut off time is 2100 hours**)

4. **Budget Details**

Ser	Category	Quantity	Amount	Remarks
a.	Participants who paid full			
b.	Participants who did not pay			Only Faculty Sponsors, Security Guards and Medics
c.	Revenue generated from Ticketing			Cost per ticket
d.	Grant from NUST			
e.	Total Amount (Income)			
f.	Total Expenditure			Details be attached
g.	Balance			

   Note: *All participating students will pay the full amount*

5. **List of Students / Faculty**

Ser	Details	No	Male Students	Female Students	Hostelites	Day Scholars	Remarks
1.	Students						
2.	Faculty						1x Male & 1 x Female
3.	Security Guards						
4.	Medic						
	Total						
	Grand Total						

6. **List of Students – Batch Wise**

Ser	Batch	No
a.	e.g 2016	
b.	e.g 2017	
c.	e.g 2018	
d.	e.g 2019	

Note: Max participation should be of students from Final Year

7. **Event Details**

   a. Day -1 (dd/mm/yy)

   b. Day -2 (dd/mm/yy)

   c. Day – 3 (dd/mm/yy)

8. **Learning from the Event**

9. **Weaknesses / Shortcomings**

10. **Recommendations**

PICTORIAL HIGHLIGHTS

(On next page, with 2 pics on each page. Max 4 pics)