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| **EVENT INFORMATION** |
| **Event Name** |  |
| **Organiser** |  |
| **Collaborator (if any)** |  |
| **Date/Time** |  |
| **EVENT SUMMARY** |
| **Synopsis** |  |
| **Final No. of Participants** |  |
| **Key Stakeholders/Guests (VIPs/Speakers)** in attendance |  |
| Changes to event compared to the original proposal (if any) |  |
| **HIGHLIGHTS AND ACHIEVEMENTS** |
| **Key Moments / Milestones** | 1. .
2. .
3. .
 |
| **Successes / Notable Outcomes** | 1. .
2. .
3. .
 |
| **PUBLICITY** |
| **Links to published social media content or media coverage** |  |
| **Poster(s) / Visual(s) used***\*Please attach if different from original* |  |
| Were UM/FOM branding guidelines followed? | Yes / No |
| **FINANCIAL RECAP** |
| **Budget allocated** (MYR) |  |
| **Total expenses incurred** (MYR) |  |
| **Final Source of Funding** (Internal/FOM/Sponsorship/Grant/Fees/Others)*\*Attachment required: Final Financial Summary or relevant receipts* |  |
| **SUSTAINABILITY & COMPLIANCE** |
| **Was single-use plastic avoided throughout the event** (including vendors)?*Please attach photo of food/beverage packaging.* |  Yes / No |
| Other sustainability efforts taken (if any) |  |
| **PARTICIPANT FEEDBACK** |
| **Was participant feedback collected?** |  Yes / No |
| **Key Comments / Suggestions** from participants (up to 5) | 1. .
2. .
3. .
4. .
5. .
 |
| **ISSUES, CHALLENGES & RECOMMENDATIONS** |
| Any issues encountered during the event? |  |
| What could be improved in future events? |  |
| **SUPPORTING DOCUMENTS** |
| Kindly attach 3-5 high resolution event photos *\*not required if VICFOM Photographer was engaged* |  |
| **CONFIRMATION** |
| *I hereby declare that the information given in this report is correct.* |
| **Event Chairperson**Signature & StampName: Position:Department:Date:*Email:* | **Head of Department** Signature & StampName:Date: |
| **FOR OFFICE USE****VISIBILITY, INFORMATION AND COMMUNICATION UNIT** |
| Received bySignature:Name:Position:Date: | Verified bySignature:**Head**Name:Date: |