

## Neighborhood Social Committee – Post-Event Recap Form

**Submit this form within 7 days of the event along with required documentation to the Treasurer and Committee Chairs.**

**Please submit all forms to:** [LCHsocialcommittee@gmail.com](mailto:LCHsocialcommittee@gmail.com)

### Event Summary

Event Name:

Date:

Attendance (approx.):

### Budget

Total Budget Used: \$

Remaining Budget (if any): \$

### Supplies & Inventory

How much food was bought & how much was left over:

Leftover Supplies Stored in Clubhouse:

Reusable Items Used Up/Damaged (must be reported/replaced):

### Feedback

What Worked Well:

What Could Improve Next Year:

### **Reimbursement Submission Checklist**

- ☐ All receipts – scanned or photos, clearly showing purchases for the event.
- ☐ Totaled Expense Sheet – simple document/spreadsheet showing totals broken
- ☐ Images of Items in Use – at least 3–5 photos of purchased items in use at the event.
- ☐ Post-Event Recap Form – completed

### **Address For Reimbursement Check**

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