**Event Report:[name of event]**

*Use this form to report back to your Seneschal and Reeve after the event. Delete the words in italics.*

|  |  |  |
| --- | --- | --- |
| **Start date** |  | **End date** |
| [eg 12 Nov 2026] |  | [eg 13 Nov 2026] |

|  |
| --- |
| **Steward legal name** |
|  |

|  |
| --- |
| **Steward medieval name** |
|  |

|  |
| --- |
| **Steward email address** |
|  |

|  |
| --- |
| **Location** |
| [any issues related to the location?] |

|  |
| --- |
| **Incidents** |
| [if the report will be submitted to the group Council, or otherwise published, consider de-identifying individuals] |

|  |
| --- |
| **Activities** |
| A summary of activities and any highlights or challenges, eg. Tournament & Competition Victors, Peerage Ceremonies. |

|  |
| --- |
| **Recommendations** |
| Any recommendations on how the event could be run better next time. |

|  |
| --- |
| **Key contributors** |
| You may wish to draw the Seneschal’s attention to some key helpers. |

**Financial summary**

*Cut and paste the actuals summary from the Event Budget template, with example below.*



**Subordinate reports received** (provide to Steward and applicable group officers)

Y/N Marshal-in-charge report

Y/N Armoured combat report

Y/N Fencing report

Y/N Target archery report

Y/N Tournament report (listkeeper)

Y/N Chief Cook report

Y/N Bookings officer report

Y/N Gatekeeper report

Y/N Chirurgeon report

Y/N Constable report [particularly where overnight stays occurred]

*The Reeve will ensure that this report goes into Dropbox.*

*Template by Master Cristoval, 29 Nov 2023
Please send suggested changes to rhysh@iinet.net.au*