



# FEEDBACK FORM FOR SUB-COMMITTEE EVENT

**PLEASE PRINT CLEARLY / ALL RELEVANT AREAS MUST BE COMPLETED BEFORE SUBMITTING**

Organising sub-committee:	
Name of organiser:	
Name of event:	
Date of event:	
Number attending:	Was the event oversubscribed? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, by how many:	Was the Disappointed List used? <input type="checkbox"/> Yes <input type="checkbox"/> No

Income from entry fees	£
Income from raffle	+ £
Income from refreshments	+ £
<b>Income Subtotal</b>	= £
Less Actual Costings (see over)	- £
<b>TOTAL PROFIT</b>	= £

Name/location of venue:	
Cost of venue:	
Was the venue acceptable to all?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were there any problems with the venue? (if Y, please explain below)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide any other information which would help others thinking of using this venue:	

Were all participants happy with the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Report any queries raised:	

<b>COSTINGS</b>	<b>ACTUAL COSTINGS</b>
Venue hire	
Venue extras (e.g., kitchen, heating, lighting, caretaker)	
Equipment (e.g., hire of microphones, projector, tables)	
Speakers' fee(s)	
Speakers' travel	
Additional costs for materials	
Photocopying	
Prizes/awards	
Sub-committee members' travel	
Sub-committee members' other expenses (please specify)	
If using Chy Noweth out of office hours, add £15 to cover keyholder's travel costs to unlock/lock	
Any other expenses (please specify)	
<b>ACTUAL COSTINGS TOTAL</b>	<b>£</b>

Please give a brief report for inclusion in County News and on our website (photos should be emailed to [cfwi.publications@gmail.com](mailto:cfwi.publications@gmail.com)). Thank you.

Form completed by (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_