

Outreach Event Reporting Form

Event Type:	
Event Name:	
Event Date:	Venue/Platform:
Event Timeline:	Targeted Countries:
List data sources used to determine target demographic:	

Description and Purpose of the event	Evaluation of Success	Number of people reached/ attended	Feedback
(Explain the “why” for this event)	(How will the success of the outreach be evaluated? Consider using quantitative values when evaluating the outreach success.)		Summarize feedback from the I&E committee: Testimonials from clients: Social Media Mentions (<i>if applicable</i>):

Budget Breakdown:

Total budget for this outreach event: \$ _____

Cost breakdown:

Line item:	Cost:	Explanation:
Personnel Time	\$	
Supplies Cost	\$	
Transportation Cost	\$	
Other <i>(please specify)</i> :	\$	
TOTAL	\$	

If your event didn't spend all the budgeted amount, then please explain how you will be spending the additional funds on RHWP grant:

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Insights and Recommendations:
What worked?

What could be done differently next time?

Event's Screenshots:
(Insert pictures of your outreach event/campaign)