

# UKEC Fund Post Event Report Form 2020/2021



<b>CONTACT DETAILS</b>	
Name of Malaysian Society:	
Full Name of Applicant:	
Position in Malaysian Society:	
Contact Number:	
Email Address:	
<b>EVENT DETAILS</b>	
Event Title:	
Date of Event (dd/mm/yyyy):	
Duration:	
Number of Attendees (e.g., number of the audience/participants):	
Number of Malaysian Society members involved (e.g., number of organising committee/production crew):	
<b>EVENT OUTCOME</b>	
Impact of the Event on the Attendees: (e.g. the attendees were introduced to the history of Sarawak/participants were able to pitch their ideas to the judges of the competition)	
Impact of the Event on the Malaysian Society members: (e.g., members of the MSoc were able to experience being on stage for the first time while strengthening the bond between members)	
Feedback on the Event (if any):	
Problems/Issues Faced by the Organising Committee (if any):	

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<b>Suggestions to Prevent the Above Problems/Issues (if any):</b>	
<b>Total Actual Income of the event:</b>	
<b>Total Actual Expenditure of the event:</b>	
<b>Cost Minimisation Strategy Used:</b>	
<b>Evidence for the Use of UKEC Logo in Promotional Materials (such as pictures of UKEC logo in posters, flyers, tickets, etc.):</b>	
<b>Pictures from the event (please attach the pictures in the form):</b>	

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<b>FEEDBACK ON UKEC FUND</b>	
Amount of funding approved by UKEC:	
Feedback on the Application Process for UKEC Fund:	
Feedback on the Management of UKEC Fund: (i.e. What did the organising committee allocate UKEC Fund to?)	
Recommendations to UKEC (if any):	

DOCUMENTS	COMPLETE
Actual Income and Expenditure Statement (with breakdown)	
Evidence of Payment (such as receipts, invoices, etc. for the event's expenses)	
<b>Other Attachments</b>  e.g:- <ul style="list-style-type: none"> <li>• Document A</li> </ul>	

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| <ul style="list-style-type: none"><li>• Document B</li></ul> |  |
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Reported by:

\_\_\_\_\_  
Name:

Position:

Society:

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