

Event Report

GSS Event Fund

Please complete this form in as much detail as possible.

Event Organizer

Primary GSO:

Other organizing GSOs:

Event Information

Event name:

Date:

Venue:

Total number of attendees:

Number of graduate students:

Event type:

Description:

If there was no revenue or expense, please write \$0.

Total revenue (e.g. ticket sales, drink tickets, or registration fees):

\$

Total expense (e.g. food and drinks, supplies, or venue rental):

\$

Reimbursement

Cheque:

Recipient name:

E-mail:

Mailing address:

↓ Please continue on the next page. ↓



Event Report

GSS Event Fund

How could the GSS have supported you with your event?

Please submit a hard copy of the completed Event Report form and original receipts to:

Financial and Executive Oversight Officer

Graduate Student Society, UBC Vancouver

225 – 6371 Crescent Road

Vancouver, BC V6T 1Z2

Event Report must be dropped off at the GSS Office within thirty (30) days of the event.