

1. Event Name
2. Date
3. Venue
4. Objective
5. Invitees
6. Activities Planned (Workshops, Presentations, Games, Other activities)
7. Chief Guest if any
8. Promotional activities before the event (include snapshots)
   -Web
   -Social (include pics, conversation snapshots)
   -Onsite
   -Others
9. Details and Pictures of planned activities
10. Pictures of prize Distribution if any
11. Media Coverage if any
12. Results – How much audience attended, what engagement happened, what impact the event created etc.
13. Any other information