**Event & Project Support <Type B: Selected Project>**

**Required Report Items**

* If you have multiple activities or events within your project, please write a separate “Post-Event Report” for each individual event and a "Project Review" after your project is done. Project groups that will only hold one event throughout the duration of their project will only need to submit a “Project Review.”
* There is no set report format.
* Please be as detailed as possible. There is no word limit.
* Reports must include all of the information below. If possible, add any additional details that will provide a better understanding of the event contents and outcomes.
* Include photographs of the event in your report. It is also possible to put event photographs in a separate Word document and submit it with your report.
* All core members should have a meeting to reflect on their project before writing the “Project Review” to ensure that all members’ opinions are properly reflected in the report.
* After you have finished writing the report, make sure that all core members have a chance to read it and agree with the report contents before submitting it.

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| Organization Name |  |
| Project Name |  |
| **<Post-Event Report Contents>** | |
| 1. Event Proposal→ Attach the final version of your event proposal | |
| 2. Event Review | |
| 1. Implementation Report: Detail pre-event preparations, management on the day of the event/post-event . Include the event schedule and relevant event information (date, number of participants, amount, etc.) | |
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| (2) Event Goals Assessment: Assess the degree to which you were able to achieve the goals you set for your event. (Maximum Points: 10) Include reasons. Be specific. | |
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| (3) Overall Planning & Management Assessment (Including safety measures, etc.):  (Maximum points: 10) Include reasons. Be specific. | |
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| (4) Assessment of Event Costs & Funding: (Maximum points: 10). Include reasons. Be specific. | |
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| (5) Personal Development Goals Assessment: Assess the degree to which the members managing the event were able to achieve the personal development goals they set for themselves. (Maximum points: 10). Include reasons. Be specific. | |
| **<Project Review Contents >** | |
| 1. Project Proposal→ Attach the final version of your project proposal. | |
| 2. Project Review | |
| 1. Implementation Report: Detail pre-event preparations, management on the day of the event/post-event . Include the event schedule and relevant event information (date, number of participants, amount, etc.)   ※A brief event summary will be sufficient for this section if you conducted multiple events during your project and have already submitted Post-Event Reports for each individual event. | |
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| 1. Project Goals Assessment: Assess the degree to which you were able to achieve the project goals in your project proposal. (Maximum Points: 10) Include reasons. Be specific. | |
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| (3) Overall Planning & Management Assessment (Including safety measures, etc.): (Maximum points: 10)  Include reasons. Be specific. | |
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| (4) Assessment of Project Costs & Funding: (Maximum points: 10). Include reasons. Be specific. | |
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| (5) Personal Development Goals Assessment: Assess the degree to which project members were able to achieve the personal development goals they set for themselves. (Maximum points: 10). Include reasons. Be specific. | |
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| (6) Learning Assessment: Detail at least three things project members learned by doing this project. | |
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