



College of Physical & Engineering Science Student Council

New Science Complex, Room 1505/1506

<http://www.uoguelph.ca/~cpessc>

(519) 824-4120 x52543

EVENT SUMMARY FORM

This form must be filled out by the Primary Organizer of any event held by the College of Physical & Engineering Sciences Student Council, or any organization under probationary status under the CPES-SC. These forms are remitted to the CPES-SC Social Co-ordinator. Be sure to include an in-detail budget, and description of event, with this form.

Name of Event: _____

Hosting Group: _____

Name of PO: _____ **Contact:** _____

Date of Event: _____ **Time of Event:** _____

Location of Event: _____

Attendance: _____

Total Income: _____ **Total Loss:** _____

Total Exchange (Income-Loss): _____

Event Collaborators (Name – Contact):

Means of Advertising (Be specific):

Date of SRM Approval: _____

Any extra waivers required to hold event:

Remit this form to our office (New Science Complex 1505/1506), or via e-mail at cpessc@uoguelph.ca.