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| 1. **ACTIVITY LEADERSHIP**
 |
| **Name of Activity** |  |
| **Form Prepared By** | Name |  | Email |  |
| Phone |  | OFS Status(Professed, Candidate,Inquirer, Non-OFS) |  |
|  | Date Form Completed |  | Local Fraternity Name |  |
|  | Date of Activity |  | Regional Fraternity Name |  |
| **Brief Activity Description** |  |
| 1. **ACTIVITY SCOPE & DEMOGRAPHICS**
 |
| **Responsibility for Activity** | □ Local\_\_ □ Regional\_\_ □ National\_\_ |
| **Number of Attendees** | \_\_\_ OFS Professed \_\_\_ OFS Candidates\_\_\_ Catholic Adults non OFS)\_\_\_ Priests\_\_\_ Nuns | \_\_\_ Deacons \_\_\_ Catholics 18-35 years old\_\_\_ Non Catholics 18-35 years \_\_\_ Catholics under 18\_\_\_ Non Catholics under 18 |
| TOTAL ATTENDEES \_\_\_\_\_ |
| **Location** | \_\_\_ church\_\_\_ school\_\_\_ restaurant\_\_\_ park | \_\_\_ home\_\_\_ theater\_\_\_ retreat centerOther \_\_\_\_\_\_\_\_\_\_ |
| **Event Cost/Surplus for Fraternity**  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Event Cost for Attendees** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **ACTIVITY PUBLICITY**
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| **How was activity publicized?****Indicate all that apply**  | \_\_\_ Local Fraternity Newsletter\_\_\_ Regional Fraternity Newsletter\_\_\_ Local Fraternity Announcements\_\_\_ Regional Fraternity Announcements\_\_\_ Local Fraternity Calendar\_\_\_ Regional Fraternity Calendar\_\_\_ Face to Face | \_\_\_ Phone calls\_\_\_ Radio spots\_\_\_ Website:\_\_\_ Facebook\_\_\_ Twitter\_\_\_ Pinterest | \_\_\_ Through church organizations\_\_\_ Catholic Schools\_\_\_ Church Bulletin/Insert\_\_\_ Church Announcements\_\_\_ Press Releases\_\_\_ Other: |
| 1. **KEY ACTIVITY SHARING**
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| 1. **What went well with the activity was…**
 |  |
| 1. **In retrospect we wish we would have…**
 |  |
| 1. **Most memorable moments from the activity were…**
 |  |
| 1. **The benefit to our fraternity was…**
 |  |
| 1. **The event taught us…**
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| 1. **ATTACHMENTS**
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| **Please attach reference documents such as: Step by step guide for planning activity, timeline/agenda of activity, photos, publicity flyers/bulletin inserts/press releases, description of social media use, summary of event evaluations, etc.****If multiple attachments are included, please list the names of all attachments on 1st page of attachments as a summary.** |