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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 center  Other \_\_\_\_\_\_\_\_\_\_ | | | |
| **Event Cost/Surplus for Fraternity** | | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **Event Cost for Attendees** | | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| 1. **ACTIVITY PUBLICITY** | | | | | | | | | |
| **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** | | | | | | | | | |
| 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…** | | | |  | | | | | |
| 1. **ATTACHMENTS** | | | | | | | | | |
| **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.** | | | | | | | | | |