

**C. Seminar 20\_\_ Summary Report (Page 1)**

This is to be filled out by the seminar chairman after the seminar. A copy is to be sent to the region director, the assistant region director, and the upcoming retreat and seminar chairmen.

Dates of Seminar: \_\_\_\_\_ to \_\_\_\_\_

City and State: \_\_\_\_\_

Name of Seminar: \_\_\_\_\_

Host Chapter(s)/Unit(s): \_\_\_\_\_

Name of Chairman: \_\_\_\_\_

Name of Site (i.e. hotel, college): \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ FAX number \_\_\_\_\_

Name of Site Contact Person: \_\_\_\_\_

Non-refundable Fee charged: \$ \_\_\_\_\_

Registration Fee Charged: \$ \_\_\_\_\_ (minus non-refundable fee) How many meals included? \_\_\_\_\_

Hotel/Venue Room Rate per Night: \_\_\_\_\_ Double occupancy? \_\_\_\_\_ Include breakfast? \_\_\_\_\_

Number of Early registrants: \_\_\_\_\_ Number of Regular registrants: \_\_\_\_\_

Number of Late registrants: \_\_\_\_\_ Number of cancellations: Early \_\_\_\_\_ Regular \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

Number of Hotel Nights Used:

Pre-event \_\_\_\_\_ Night before opening day \_\_\_\_\_ Night of opening day \_\_\_\_\_

Night of last day \_\_\_\_\_ Post-event \_\_\_\_\_

Food and Beverage Contractual Obligation \$ \_\_\_\_\_ Actual Amount: \$ \_\_\_\_\_

Room Rental Contractual Obligation \$ \_\_\_\_\_ How many meeting/class rooms used: \_\_\_\_\_

Arrival and Departure Patterns (i.e. air, car, early, etc.): \_\_\_\_\_

\_\_\_\_\_

List Exhibits (not including Prospectors): \_\_\_\_\_

Teacher Fee paid (flat amount per teacher): \$ \_\_\_\_\_

## Seminar 20\_\_ Summary Report (page 2)

List Teacher, Technique, & the number of students in the class **OR** if it was cancelled:

Studio Time			

Number of volunteer hours (estimate) put in by everyone: \_\_\_\_\_

Amount and types of items donated and from whom (i.e. goods for door prizes, favors, etc.):

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