Area Meeting Report Template

I. General Information

 A. Your Name and Position in District 12 (*e.g.* Deedee Boysen, Area 2 Director, District 12).

 B. Date the Report is submitted.

 C. The date and location of the Area meeting.

 D. Name of the Host Club.

 E. Identify the theme of the meeting.

 F. Number of attendees.

 G. Registration fee.

 H. Final budget gain or loss dollar amount.

 I. Dollar amount collected for D12 Scholarship Fund.

II. Program

 A. Identify the District 12 speakers who provided a program and give a brief description of the topic/content.

 B. Identify the keynote speaker - name, title. Give a brief synopsis of presentation.

 C. Identify other speakers or presentations.

 D. What did the participants like/want for next year (as stated in *meeting evaluations*)?

 E. What worked well?

 F. What would you do differently next year in terms of the program?

 G. Were any awards or recognitions given?

 H. Provide a brief summary of the club reports (what's going on around the Area).

III. Registration and Budget

 A. Comments about registration.

1. Identify the clubs in your area and number from each club that attended. If some only attended the Friday night even, break out by club with number of participants if possible.

 2. Identify non-Zonta participants, if any.

 3. How many early registrations and late registrations?

4. Was one day registration an option if a Friday event was scheduled?

 5. Number of first time attendees.

6. Number of club presidents attending.

 B. Comments about budget

 1. Amount charged - too high, just right, not enough - why?

 2. What would you do differently next year?

IV. Friday Night Event (if applicable) – describe.

V. Event publicity - describe your efforts.

VI. Where will the Area meeting be held next year?

VII. Attachments.

 A. Registration spreadsheet showing attendees and club.

 B. Final budget showing budgeted and actual dollar amounts.