



# Class Event Report

Class: \_\_\_\_\_

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Class Leadership Role: \_\_\_\_\_

Event Mode:  In-Person  Virtual  Hybrid

Event Title: \_\_\_\_\_

Event Type: (Please check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Breakfast                           | <input type="checkbox"/> Arts/Cultural Event              |
| <input type="checkbox"/> Lunch                               | <input type="checkbox"/> Community Service Project        |
| <input type="checkbox"/> Reception/Cocktail Party            | <input type="checkbox"/> Satellite/Off-year Reunion Event |
| <input type="checkbox"/> Dinner                              | <input type="checkbox"/> Speaker Event / Webinar          |
| <input type="checkbox"/> Short Mini-reunion (1-4 days)       | <input type="checkbox"/> Sporting Event / Tailgate        |
| <input type="checkbox"/> Long Mini-reunion/Trip of (5+ days) | <input type="checkbox"/> Other (please specify): _____    |
| <input type="checkbox"/> Academic Program                    |   |

Event Date(s): \_\_\_\_\_

Event Location(s): *\*if virtual/hybrid, please specify the platform used*

\_\_\_\_\_

Number of Classmates Attending\*: \_\_\_\_\_ Number of Guests Attending\*: \_\_\_\_\_

*\*if hybrid, please specify number of attendees in-person versus virtual/online*

Did you hold this event jointly with another organization?

- Yes If yes, please specify the co-sponsoring organization: \_\_\_\_\_
- No

Approximate cost / source of funds (optional): \_\_\_\_\_

Please describe the event, including volunteers who helped organize and/or vendors used.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return a copy of your completed form to [classaff@princeton.edu](mailto:classaff@princeton.edu) or fax it to (609)258-1281.**