

(Letterhead)

(Note: The default font for the contents is 14 and other heading as provided here and it should be normal i.e., Bold, Italics are not preferred.)

(Name of the Event/ Project)

Project Number:

Date: *(When the event/project was organized)*

Location: *(Where the event/project was organized)*

Collaborated with: *(Name of the organization collaborated with only if it is joint project)*

Specified committee: *(Club/ Community/ Government school/ International relation)*

Sponsoring Organization (s): *(List of sponsoring organization-if any)*

Guests: *(If any)*

- | | | |
|------------------|----------------------|---------------|
| 1. <i>(Name)</i> | <i>(Designation)</i> | <i>(Club)</i> |
| 2. <i>(Name)</i> | <i>(Designation)</i> | <i>(Club)</i> |
| 3. | | |

Area of Focus: *(Mention which area of focus of RI does your project cover)*

*(State 'Hosted' if you have hosted the event and 'Participated' if you have participated in the event in Introduction of the project.) **

About '*(Name of the Project)*'

Introduction:

(5-6 sentences about the event will be enough. It should describe about the project and organizations involved. It should mention whether it is fundraising event or service oriented. Also include the theme of the project, event chair, etc.)

Project Summary:

(The whole description of the event/project i.e. mention what was the project, how it was done and what were the outcomes of the respective event/project.)

(include 2-8 Photos if possible)

Feedbacks of Attendees: *(Optional)*

- (It should be short-at most 1-2 sentences per person.)*
- (Include 2-4 feedbacks)*