

EVENT FOLLOW-UP FORM

(To be submitted with supporting documentation **AFTER** the event takes place)

Agenda, Registration List, and Sign-In Sheet must be submitted with this form within 10 business days of event. Reimbursements and invoices (as applicable) should also be included in this submission.

Date: _____ Coalition: _____

(Your) Contact Information

Name: _____

Phone Number: _____

Email Address: _____

Organization: _____

Event Information

Event Name: _____

Event Date: _____

Start Time: _____ End Time: _____

Event Location: _____

Pre-Registered #: _____ Actual Attendance: _____

Payment Information

What/who is Coalition Support paying?

Facility (Name: _____)

Catering (Name: _____)

Instructor (Name: _____)

Other: _____

BUDGET LINE ITEM(s): _____

Additional Information/Comments/Catering Number Justification:

Coalition Facilitator Signature: _____ Date: _____

Coalition Executive Signature: _____ Date: _____

SUBMIT COMPLETED FORM AND SUPPORTING DOCUMENTATION TO

COALITION SUPPORT (coalitionsupport@uga.edu)

(Supporting Documentation includes Agenda, Registration List, Sign-In Sheet, and any invoices/reimbursements)

UGA Use Only | Received: _____ | Support Docs Included: Agenda Registration List Sign-In Sheet