**Event Summary Report**

*Please complete this form for all workshops, presentations, tours, volunteer events, K-12 events, and other outreach / education events. When uploading to EAGL, please use the following file naming system:*

* *D (Deliverable Table Number) (Name Of Event), (Date Of Event)*
* *Example: D4.1 Water On Wheels, 071916*

*Make sure that all outreach materials have been approved by Project Manager for eligibility, before significant costs are incurred. They must relate to water quality and must have the Ecology logo on them, if feasible. Also, make sure to upload final outreach item to EAGL or send to Project Manager for pre-EAGL agreements.*

|  |  |  |  |
| --- | --- | --- | --- |
| **AGREEMENT / RECIPIENT INFORMATION** | | | |
| Grant Number: | | Grant Recipient: | |
| Event Staff Contact: | | | Task/Deliverable Number: |
| **PROJECT INFORMATION** | | | |
| Event Title: | | Date(s) of Event: | |
| Audience (check all that apply):  K-12  Adults  Landowners  Other: | | | |
| Location: | Number of Participants: K-12:       Adults: | | |
| Other reportable deliverables as relates to agreement: | | | |

|  |
| --- |
| **EVENT SUMMARY** |
| *Briefly describe event. This includes the purpose, outcomes, and event highlights.* |
|  |

**Appendix A. Event Photos**

*Include 2-3 photos of the event with a short description. You may want to note if permission has/has not been granted for re-use of photo.*

**Appendix B. Sign-In Sheet**

*Please attached sign in sheet for participants or volunteers, if one was completed.*