



Pragathi Association for Rural Development

Regd. Off: Door No. 8-34, Yernagudem (Post), East Godavari, A.P, India, PIN - 534313

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After EVENT Reporting Format

Event Details	Description of Event		Event Impact	
Project Code / Program Code	Project Code	Program Code	(a) Total Direct Beneficiaries: (Attach List of Beneficiaries & Contact Numbers)	
Event Code			(b) Total Children Impacted:	
Event Name			(c) Total Families Influenced:	
Date & Time (from ...&.....to)			(d) No. of Villages Covered: (Attach the list of Villages, Mandal, District, State)	
Place of Event / Address			(e) Program Benefits / Highlights:	
Names of Important Guests & Contact numbers				
Names of Local Volunteers & Contact Numbers				
Names of PARD INDIA Members & Contact Numbers				
PARTNERS Name & Contact Details (if applicable)			(f) Suggestions, if any:	
Name of Program Organizer & Contact Number				
CHECK LIST		Yes / No	Report Prepared by	
1. Photos / Videos Uploaded onto ONEDRIVE?			Signature	
2. Photos / Videos Posted on Facebook / WhatsApp?			Name	
3. Issued information to Newspaper / TV media coverage?			Designation	
4. All the details of the event are filed in Office Records?			Date	
5. Attach additional sheets if required as part of the Report				
Report Approval	Designation	Signature	Name	Date
Report Reviewed by	Convener / Delegate			
Report Concurred by	Treasurer / Delegate			
Report Accepted by	President / Delegate			