# Event and stall knowledge capsule

Thank you for helping with this event. We would appreciate your taking the time to share your valuable knowledge and help us reduce the workload for next time!

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| Event name |  |
| Date of event |  |
| Name of stall |  |
| Name of stall leader |  |
| Number of volunteers required per hour |  |
| Aim of stall |  |
| Items needed for stall |  |
| Pre-event work required | High medium low |
| Detail of pre-event work |  |
| Donations received for the stall |  |
| Expenses incurred |  |
| Location of your stall |  |
| Cost per go |  |
| Amount taken on the day |  |
| Profit |  |
| What worked well? |  |
| What would you change? |  |
| Additional comments |  |