**Night Report** (template}

**Opening:** eg;Sgt Ric opened the meeting (Anything of note)

Welcome to guest speaker, visitors

**President’s Report**

Refer President’s report in bulletin.

**Director’s Reports** (as applicable)

Where a separate report has been prepared eg; Refer Garage Sale / Book Sale / Trivia Night report in bulletin.

To both assist and avoid human error directors should email key points of their report to the night reporter prior to the meeting.

* Community Service:
* Foundation:
* Fund Raising:
* International:
* Membership:
* Public Image:
* Vocational:
* Youth:
* Club Services:
* Social
* Treasurer:

**Member’s Talk**

Key points only or preferably member will provide a brief synopsis to the night reporter prior to the meeting.

**Guest Speaker**

Name

Organisation

Topic

Two line summary which may be expanded if considered appropriate

Introduced and thanked by (speaker host)

Webpage (reference if available)

**General Business**

**Sergeant at Arm’s**

Heads & Tails won by:

Raffle won by:

Night Report:

Date:

Version 1.