

# Incident Report for Charity Fundraiser

**Date:** [Insert Date]

**Location:** [Insert Location]

## Incident Details

### Description of Incident:

[Provide a brief description of the incident, including what happened, when it happened, and any individuals involved.]

## Witnesses

### Names and Contact Information:

- [Witness Name 1] - [Contact Information]
- [Witness Name 2] - [Contact Information]

## Actions Taken

[Describe any immediate actions taken in response to the incident, including notifying authorities, medical assistance provided, etc.]

## Follow-Up

[Outline any follow-up actions that will be taken as a result of the incident, including further investigation or communication with affected parties.]

## Report Filed By

**Name:** [Your Name]

**Position:** [Your Position]

**Contact Information:** [Your Contact Information]

## Signature

[Signature of the person filing the report]