　 Date:

□First Southeast Asia Division, Southeast and Southwest Asian Affairs Department, Ministry of Foreign Affairs, Japan

□Embassy of Japan in the Lao PDR

Name of Organization:

Representative title:

Representative name:

Telephone number:

Contact person:

**Summary Report**

On (DATE)　　　　　　 , the event endorsed as a commemorative event of the 70th anniversary of the establishment of the diplomatic relations between Japan and Laos. was completed. The following is a summary report of the event.

**1. Name of Event**

**2. Name of Organizer**

**3. Name of Co-organizer(s), Nominal Supporter(s)**

**4. Date of Event (dd/mm/year)**

**5. Place of Event**

**6. Usage of official logo (media type and record of usage)**

**7. Summary of event (Include a separate sheet of paper.)**

\*In the case of charity projects, please also indicate the organization, project, etc. to which the donation was made and the use to which the donation will be put.

**8. Surplus or deficiency of budget**

\*If there is a surplus or shortfall, please indicate how it is to be used or allocated.

□No surplus or shortfall □Surplus □With shortfalls

(Please circle or tick the relevant box).

**9. Additional Remarks**