

Conference Venue Lost Belongings Report

Reporter Information

Full Name

Contact Number

Email Address

Lost Item Details

Item Type

e.g., Phone, Bag, ID Card

Brand/Make (if applicable)

Color

Description

Describe any identifiable features, marks, or other details

Details of Loss

Date Lost

Approximate Time

Location Last Seen

e.g., Hall A, Restroom, Lobby

Circumstances of Loss

Briefly describe how the item was lost

Office Use Only

Received By

Date Received

Notes