

OBJECTIVES MET?

BUDGETARY  
CONSTRAINTS MET?

UNINTENDED POSITIVE  
OUTCOMES?

UNINTENDED  
NEGATIVE OUTCOMES?

FEEDBACK ANALYSIS

STAFF AND VENDOR  
EVALUATION

REVIEW OF  
MEASUREMENTS FOR  
SUCCESS

CELEBRATION & THANK  
YOUS TO TEAM, STAFF,  
VENDORS, GUESTS,  
ETC.

ADDITIONAL COMMENTS