

# POST-EVENT REPORT

*EVENT TITLE*

## BASICS

<i>Date</i>	
<i>Time</i>	
<i>Location</i>	
<i>Attendance</i>	

## SUMMARY

Please provide a brief description of the event and its purpose.

## EVENT HIGHLIGHTS (WHAT WORKED WELL?)

Please provide a brief description of any aspects of the event that you feel were particularly successful.

## RECOMMENDATIONS FOR FUTURE EVENTS (WHAT DIDN'T WORK WELL?)

Please provide a brief description of what you feel didn't work out as you'd hoped and would recommend proceeding differently the next time a similar event is hosted.

## VENDORS

Please list any vendors with whom your event received services, and whether you felt the service delivery was worth the price.

## PAYMENTS

Please list the payments you made to any vendor or person.

## REVENUE

Please list the revenues you made during your event, providing sub-totals for each type of revenue, as well as a grand total.

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## EVENT SETUP

Please describe how you set up for the event. For example, where did

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## EVENT SCHEDULE AND TIMELINE

Please provide the time for the start and end of each stage of the event.

## ISSUES (WHAT PROBLEMS DID THE EVENT FACE?)

Please list any problems you faced during the event and how you addressed them.

*Please ensure that your report is submit within 10 days of your event.*