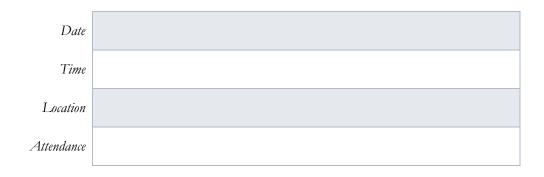
POST-EVENT REPORT

Event Title

BASICS



SUMMARY

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



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.

EVENT SETUP

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



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.