

Event Worksheet

Planning:

Department/Ministry: _____ Date of Event: _____

Event Description: _____

Event Goals: _____

Projected Attendance: Member _____ Non-member _____ Total _____

Estimated Cost: _____

Review, Evaluation, and Follow-Up:

1. What was the member attendance? _____ Non-member? _____ Total? _____

Future Recommendations (advertising, promotion, event timing, etc.): _____

2. How many members were working at the event? _____

Future Recommendations (recruiting, training, etc.): _____

3. What was the actual cost of the event? _____

Future Recommendations (budgeting, potential changes in cost, etc.) _____

4. Did the event run smoothly? Was it received positively? If no, why not? _____

Future Recommendations: _____

All invoices and receipts have been submitted for payment or reimbursement.

Interest information has been submitted to the Interest Coordinator.

Interest Follow-Up Plan: _____