

FINAL EVENT REPORT

I. General Information

Name of Event: _____

Co-Sponsoring Organizations: _____

Date & Time of Event: _____

Total Program Budget: _____

II. Program Summary

How many people attended event? _____

Please describe any successes and/or obstacles that were encountered (including if applicable weather, food, AV, publicity, facility, performer, crowd reaction, etc...):

III. Improvements for next time? Will you do this event again?