Event Summary Form

Date of event:

Name of Event:

Venue and weather contingency:

Important staff to work with:

Communication methods employed (was this enough?):

Number of people attending, and mix:

Food and beverage sold and served:

Set up notes:

What worked about this event and should be repeated?

What did not work and should be modified?

Other notes and general comments:

Submitted by (and contact information for next chairperson):