

EVENT TITLE		
LOCATION		DATE
CHAIR(S)		
COMMITTEE		
VOLUNTEERS	Include # plus additional information i.e. volunteer positions, what went well, etc.	

EVENT OVERVIEW		
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ATTENDEES	Include # plus additional info i.e. communities represented, members, non-member etc.	
GOALS	Include whether goals were met and explain why or why not	
	1	
	2	
	3	
PUBLICITY	Include types of publicity used and whether or not they were successful	
SEATING	Include how special requests were addressed and pros and cons for seating method used	
DONORS	Include names, contact information, and unique information i.e. reason for donation etc	
QUESTIONS FOR ORGANIZERS	Why did we have this event?	
	If someone just walked in and gave us a check for the event's total goal, would we still have the event?	
	Is this type of event right for our organization?	
	Did this event provide the best way to develop the giving potential of our donors?	
	Did this event help our organization build capacity for the future?	
	Using a scale of one to ten, how happy/excited are you about being involved in producing this event?	

