

## EVENT PLANNING: POST-EVENT

PLEASE SUBMIT TO THE ALUMNI OFFICE NO LATER THAN TWO WEEKS AFTER YOUR EVENT DATE

### EVENT FOLLOW-UP SHEET

#### Event Information

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

#### Final Event Totals

Total number of attendees: \_\_\_\_\_

*Send final attendee list with this form.*

Total funds raised: \$ \_\_\_\_\_

#### Event Summary

##### Final To-Do List:

- Mail thank-you notes to attendees and volunteers
- Share photos and thanks on social
- Submit event follow up sheet electronically to the Alumni Office with final attendee list

Would you host this event again?  YES  NO Do you feel this event was successful?  YES  NO

Additional notes:

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