



Event Summary

Sponsoring Organization: _____

Name of Event: _____ Date of Event: _____

Location of Event: _____ No of People that Attended: _____

Total Cost of the Event: _____

Cost Breakdown: please categorize the major cost areas for the event (i.e.: speakers, refreshments, transportation, entertainment, publicity, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Why did you sponsor the event? _____

What went well? _____



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What would you differently? _____

Resources used and contact information: _____

Would you recommend this activity for the future? _____
