

Event: _____

CCM Event Report Form

General Information

Date:

Time:

Location:

Feedback

About how many people attended the event?

Was the event successful? How so?

Were there any problems? If so, explain.

What part of the event needs improvement?

Should the event be considered again for the future?

YES

NO

Description and Schedule

How did the event match the proposed description?

Reservations	
Did the event require a room reservation?	<input type="radio"/> YES <input type="radio"/> NO
If yes, which room was reserved?	
Was the location appropriate?	
	Total Cost:

Transportation	
Were university vehicles needed?	<input type="radio"/> YES <input type="radio"/> NO
If yes, how many vehicles were reserved?	
How was the overall status of transportation?	
	Total Cost:

Food	
Was food served?	<input type="radio"/> YES <input type="radio"/> NO
If yes, explain how the food served compared to the proposed menu.	
What food did people like best?	
What food did people like least?	
<i>Please provide a detailed list of all food purchased. Attach all receipts.</i>	
<u>Food Item</u>	<u>Cost</u>
	Total Cost:

Supplies

Were supplies needed?

YES

NO

What supplies were left over?

Please provide a detailed list of all supplies purchased. Attach all receipts.

Supply Item

Cost

Total Cost:

Advertising

What methods of advertising were most successful?

Total Cost:

Funding

Please indicate the estimated cost for each area.

Reservations:

Supplies:

Transportation:

Advertising:

Food:

Other:

Grand Total:

Leadership Roles

What worked well with the division of leadership roles?

What didn't work well with the division of leadership roles?

What redistribution of tasks should be considered for the future?

Comments and Suggestions

Please provide any additional information that may be helpful for future planning.

Please attach copies of advertisements, contact information for businesses and guest speakers, contracts, receipts, menus, and other documents.

Submitted by: _____ Report date: _____

Planning committee members: _____
