

[Event name/logo]

Date

Location

Event Report

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Conference Summary

Background

Staff

The organizing committee for the conference is the faculty and staff listed below.

Organizing Committee
Name, organization/title
Name, organization/title
Name, organization/title
Name, organization/title
Name, organization/title
Name, organization/title
Name, organization/title

Any details on staffing changes, etc.

Logistical Details Summary

Timeline and Impacts

Agenda

TIME	SESSION	SPEAKER(S)	LOCATION

Logistical Tasks

Venue Tour Venue Procure contract Maps/Layout Development Contact for venue Billing A/V Planning, Contact Catering Contact for Catering Dietary (communication with individuals) Final numbers Billing Registration Creation (DORS) Creation (Google Form) Maintenance/Updates Group Assignments/Schedule Name Tags - Print/Assembly Bags & Folders - Assembly Marketing Website Creation/Maintenance Content Promotion Print Design - Name Tag, Agenda, Bingo, Signs, Slides, Table Tents Swag Balloons Planning Logistics Meeting Scheduling Meeting Content/Agendas Timeline & Tasks Budget Volunteer Management Volunteer Needs Assessment Volunteer Roles/Assignments Volunteer Materials & Training		Housing Contract Facilitation/Contacts Youth Compliance Management Minors Policy Contact/Review UMN Minors Policy Paperwork Partnership Agreement Background Check Initiation Monitoring, Reminders Billing Speaker Management Recruitment Emcee Scripting Maintenance/Contact Slide Collection/Review Payment Surveys Exhibitors Recruitment Contact/Details Layout, Materials/Requests Photo Booth Photographer Yard Games Day-Of Management Script/Run of Show Creation Packing List/Packing Courier Arrangement Set-Up Surveys Event Wrap Up Report Billing	
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Marketing and Communications

Financial Summary

Event Budget

Expenses Overview

Item	Budget (Estimate)	Actual Expense	
Speaker Travel Expenses			
Speaker Honoraria			
Catering			
Venue			
A/V			
Photo Booth			
Photographer			
Swag Items			
Printing			
Misc. Supplies & Expenses			
Background Checks			
TOTAL COSTS			
Budget		Combined Total \$	
Difference			

Conference Attendance and Participation Summary

The chart below describes the registration and attendance information. Additional details based on registration information is shared below.

Registration Information	
	YEAR
Number of Registrants (TOTAL)	
Youth	
Adults	

General Evaluation Feedback

Session Evaluation Feedback

Session	Breakout	Strongly Agree	Agree	Disagree	Strongly Disagree	Total

Planning Team Debrief & Notes

Concerns & Recommendations

Concerns	Recommendations
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