

Event Completion Summary

Component	Details	Notes
Title		
Date		
Place		
Number of attendees/participants		
Brief description of event		
How it was promoted		
Objectives - What were they - Were they met - How do you know - Summary of evaluations		

Review of venue, speakers, catering, promotion, attendance, etc (what worked, what didn't work well)		
Budget breakdown	(could be an attachment)	