

**POST EVENT FOLLOW-UP FORM**

*The information you provide here will be very helpful to the next chair of this event. Please be thorough and complete. Feel free to use extra pages as necessary. Thank you for your help!*

**EVENT:**

**DATE:**

**HOW DID THE EVENT GO?**

**HOW COULD THE EVENT BE IMPROVED (LESSONS LEARNED)?**

**BUDGET**

How much was actually spent?

(Please include summary of expenses and where it was purchased (if pertinent)

What was the actual income?

Should the Board consider revising the budget for next year? Yes/No

If yes, please explain:

**VOLUNTEERS**

How many volunteers were needed for this event?

Did you have any issues getting volunteers to help? Yes/No

If yes, do you have recommendations on how to solve this problem?

**ARE THERE ANY KEY THINGS THAT NEXT YEAR’S CHAIR SHOULD KNOW/REMEMBER?**