

PARISH PROGRAM AND EVENT WRAP UP FORM

(Feel free to edit and add to the below form to personalize it for your event and/or program)

Program / Event Evaluation to be filled out by event planner(s) – Return to the rectory office

NAME OF EVENT:			
EVENT DATE AND TIME:			
LOCATION:			
Did the date, time and location of your event work well? What suggestions would you have for holding this event at the same time and place in the future?			
<i>COORDINATORS / TEAM MEMBERS</i>			
Name		Contact # or Email	
<i>VOLUNTEERS AND DELEGATED RESPONSIBILITIES</i>			
Name		Responsibility	
<i>EXPENSES</i>			
What was your total budget? How much did you spend? Please itemize your expenditures in the table below.			
TOTAL ACTUAL BUDGET:		TOTAL PROPOSED BUDGET:	
<i>ITEMIZED LIST OF EXPENDITURES</i>			
ITEM	AMOUNT	COST	VENDOR
What would you recommend adding or cutting in the future?			

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<i>VENDORS</i>
Did you utilize outside vendors/speakers/food service providers? If so, who were they? Would you utilize them again? Include pricing.
Where all services contacted and executed by your committee? If not, who contacted and booked your vendor? Have all vendors been paid? Have any vendors been pre-booked for the next event?
<i>IN HOUSE SET-UP</i>
Did you require set-up? If so, please attach a copy of your set-up. Would you use the same set-up again?
<i>PUBLICITY AND TICKET SALES</i>
PUBLICITY PLAN (When did you begin promoting your event? What part of your plan worked best? How would you change the publicity for future events?)
TICKET SALE INFORMATION (Did you sell tickets on community pass? Through the rectory? Please include the pricing structure and dates you opened and closed the sale.)
<i>GENERAL OVERVIEW</i>
Should this event be repeated in the future? What went well during the event? What can be improved upon? What ideas/suggestions do you have for future events?

PLEASE RETURN THIS FORM TO THE RECTORY OFFICE FOR OUR FILES.