Event Review

Your Name: __________________________________________________________

Name of Event: ______________________________________________________

Date of Event: __________, Time: ______, Location: ____________________

Final Cost of Event: $__________ Attendance #: __________

Did the event go as planned? □ Yes, exactly □ Yes, pretty much □ No

Describe challenges you encountered in planning or during this event.

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What (if anything) would you do differently if you were to re-do this event?

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What worked well with this event?

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