

# Event Evaluation Report

**event title:** \_\_\_\_\_

**date & location:** \_\_\_\_\_

## **attendance**

Total # of registrants: \_\_\_\_\_

Actual # of attendees (approximate if necessary): \_\_\_\_\_

# of children (if applicable): \_\_\_\_\_

Final guarantee number for Dining/catering purposes: \_\_\_\_\_

## **program**

Speaker(s): \_\_\_\_\_

General comments on program/speaker:

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**top three observations of the event:**

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**other event suggestions:**

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**please attach any email addresses collected at your event**

Name and title of person submitting evaluation: \_\_\_\_\_