

Event Post-Mortem 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:

top three observations of the event:

other event suggestions:

please attach any email addresses collected at your event

Post-Mortem Reporter (Name and Title) : _____