Event Name
Post-Event Analysis

Was the event successful and if so, what is the success based on? If not, why was it unsuccessful?

What was the projected attendance? _____   What was the approximate attendance? _____
If the attendance was less than anticipated or desired, how can attendance be improved?

What were the total expenses? Were the total expenses equal to or below the total budget for the event? If not, what factors caused the expenses to exceed budget? How can a budget overrun be avoided in the future?

What worked well?

What did not work well? Please provide any recommendations for improvement.

Please provide any additional comments.