



**POST EVENT REPORT**

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Group sponsoring event: \_\_\_\_\_

Name(s) of key organizer(s) of event: \_\_\_\_\_

Contact person email/phone (for report questions): \_\_\_\_\_

Number of people actively involved in creating/carrying out event: \_\_\_\_\_

Number of event attendees: \_\_\_\_\_

Expenses: \_\_\_\_\_

Funds raised or other results: \_\_\_\_\_

Number of families/people helped (if applicable): \_\_\_\_\_

Funds will be used for: \_\_\_\_\_

Please report on (Check all that apply):

Website

Chimes/eNews

Social Media

Announcements

What was the goal of the event and how did it align with our mission: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional information you would like to include in the report: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please send your completed Post Event Report to: Robin Danek – [rdanek@waterfordcumc.org](mailto:rdanek@waterfordcumc.org). All publicity is at the discretion of the staff or marketing team.

**Office use only**

Date Rec'd: \_\_\_\_\_

Emailed to facilitators: \_\_\_\_\_

Notes: \_\_\_\_\_