

Program Manager's Report

Name of event: _____

Location of event: _____

Program/event manager: _____ Phone: _____

Date(s) of event: _____

Number of people attended: _____

Percentage of attendees who were military: _____

Specific activities that were unique to this event: _____

The location on installation where event was held: _____

A demographic description of the people who attended the event (age, ranks, married, dependents): _____

A listing of all VIPs and other sponsor representatives who attended or participated in the event: _____

Attachments: ___ On-site photographs, video tapes, etc.
 ___ Copies of sponsorship agreements

Any additional questions, please call _____

Thank-yous:

Signed by	Recipient (vendor)	Date Sent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Wrap-up meeting date: _____

Event Feedback:

The purpose of this feedback is to allow us to evaluate each project and make changes, additions, etc. for future events with its clients. Please include any helpful advice and/or solutions. Use additional sheets as needed.

Pre-event planning, promotion, publicity:
(Was there enough time to plan? What could be improved?)

Set-up:
(Was there sufficient time? Staff? Volunteers?)

Vendors:
(Did vendors perform as agreed? Were they on time, professional, organized?)

On-site details:
(How did the event run? Was the installation pleased? Any glitches or problems?)

Additional comments:

Event/project goals:

Goal 1: _____

Did you meet it?

Yes

No

How? _____

Goal 2: _____

Did you meet it?

Yes

No

How? _____

Goal 3: _____

Did you meet it?

Yes

No

How? _____

Personal comments/recommendations: _____
