

# POST-EVENT REPORT

After an event, it is important for the volunteer leaders to take time to reflect on the event to celebrate success and also think about ways that future programs could be enhanced. Within one week of the event, the volunteer leaders responsible for the program should submit this form, along with sign-in sheets, to their staff liaison in the Office of Alumni Relations.

| Event Details:   |             |
|--|-------------|
| Sponsoring Group:  |             |
| Contact Name:  |             |
| Name of Event:   |             |
| Event Date:  | Event Time: |
| Event Summary:   |             |
| Number of Attendees:   |             |
| Were you satisfied with the turnout at this event? Why or Why Not? Consider getting input on the content, delivery, and level of engagement of speaker(s). |             |
| Would you recommend that a similar event be hosted by your group again? Why or Why Not?  |             |
| Did this event achieve the goals indicated on your event proposal form? How?   |             |
| What are your suggestions for the next event(s) to be hosted by your group?  |             |
| Next Steps:  |             |
| (if applicable) Link to photos posted on social media/online:  |             |
| (if applicable) Have post-event thank you notes and/or surveys been distributed to those in attendance?  |             |

Please submit this form, along with the sign-in sheet, to your staff liaison in the Office of Alumni Relations.

Thank you for being ambassadors for Rice University and volunteering to engage and connect Rice alumni and friends.

