

POST-EVENT SUMMARY REPORT

Document Version: _____

EVENT INFORMATION

Event Name: _____

Event Date: _____

Site: _____

Event Steward: _____

Total Attendance: _____

Feast Attendance: _____

Net Profit/Loss: _____

Report Date: _____

EVENT STAFF

Emergency Deputy: _____

Site Steward: _____

Head Cook: _____

Hall Steward: _____

Reservationist/Gate: _____

Children's Activities: _____

Marshal in Charge: _____

Newcomer's Activities: _____

Herald: _____

Royal Liaison: _____

A&S Coordinator: _____

Web Minister: _____

Staff notes (recognition, issues, etc.):

SITE EVALUATION

Rate 1-5 (1=Poor, 5=Excellent):

Overall Site Quality: 1 2 3 4 5	Kitchen Facilities: 1 2 3 4 5
Hall/Indoor Space: 1 2 3 4 5	Restroom Facilities: 1 2 3 4 5
Fighting/Outdoor Space: 1 2 3 4 5	Parking: 1 2 3 4 5
Accessibility: 1 2 3 4 5	Site Staff Cooperation: 1 2 3 4 5

Would recommend this site for future events

Would NOT recommend this site

Site issues or notes:

EQUIPMENT & RENTALS

Group equipment used:

Equipment needing repair/replacement:

Rental equipment notes:

WHAT WORKED WELL

WHAT COULD BE IMPROVED

RECOMMENDATIONS FOR FUTURE

Event Steward Signature

Date
