

**Committee Name** \_\_\_\_\_

Event Date (if applicable) \_\_\_\_\_ # of volunteers needed \_\_\_\_\_

Total volunteer hours \_\_\_\_\_

Budget \$ \_\_\_\_\_ Actual Costs \$ \_\_\_\_\_

Supplies used or donated from home

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How many days/weeks/months before the event did you start planning for it?

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How many hours did this event take to plan? \_\_\_\_\_

If you were to lead this event next year (with this information as a guide) how many hours would you predict it would take to plan? \_\_\_\_\_

Please indicate in as much detail as possible what steps you took to make this event a success.  
(Attach another sheet if necessary.)

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Items purchased or used for this event

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What did you do that you felt made this event successful?

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What went wrong? What were the pitfalls to look out for?

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What would you change or do differently if you chaired this event again?

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If you had to contact outside people or organizations, please include their names, phone numbers and/or addresses.

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Did you use any web sites to help you with this event? If so, please list them for future reference.

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Would you consider coordinating this event next year? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, name some individuals that would be interested in coordinating next year.

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Please include or attach any flyers or reminders that were created for this event. (If you have these items saved on your computer, please copy them onto a disc and return with this form OR email them to [dj\\_forsberg@qwest.net](mailto:dj_forsberg@qwest.net) along with a note as to what they are.)