

I) Review the purpose of the event:

II) Did the event capture target audience?

III) Revenue Analysis

Target Budget _____

Target Attendees _____

Target FSU Staff _____

Actual Budget _____

Actual Attendance _____

Actual FSU Staff _____

Additional comments regarding target and actual numbers?

IV) Discuss the contacts made as a result of the event:

a. Have you passed this information to the Development staff to review? If yes, who did you pass this information on to?

V) Each participant indicate 2 – 3 positive event points:

VI) Indicate 2 – 3 event points that need improvement along with possible solutions.

VII) Follow-up:

a. Will this event be repeated? Yes

No

VIII) Recommended changes to improve the event?

IX) Open Discussion