

Event Review Sheet

Chairperson Name(s): _____

Name of Event: _____

Date of Event: _____

Location of Event: _____

Contact Person and Number: _____

Attendance: _____

Admission Charged? Amount? _____

Total Collected: _____

Number of Volunteers Needed: _____

Vendors Used & Cost: (Use back if more room needed)

Special Instructions: (For Example: If food served- peanut/tree nut allergies, Where to find decorations...)

Helpful Hints: (For example: When to order items, People who are helpful...)

Can the next chair contact you? If Yes, cell & email:
