



MT. ZION CHURCH OF ONTARIO

Post Event Report

Please submit Post Event Report 2 weeks after the event to Ministry Services.
Email ONLY 3 pictures in jpeg or pdf format to: mservices@mtzionontario.com

EVENT Name: _____ DATE of Event _____ Time: _____

Chairperson: _____ Email: _____ Phone _____

Committee members: _____

1. How many attended? _____
2. Did the date and time of your event work well? Explain why or why not?
3. Did conflicting events affect attendance or effectiveness of your event?
4. What suggestions would you make for holding this event at the same time in the future?
5. Did the event fulfill the established purpose and meet the needs of the attendee's?
6. What went well? Why?
7. What changes would you make to enhance this event/program?
8. Is the event an annual or occasional event?
9. Would you recommend this event to continue next year? Explain why or why not?
10. What parts of the publicity plan worked the best? Was the publicity timely?
How would you change the publicity for future events? *Attach a copy of the publicity plan with this report.*
11. Did you utilize outside vendors/speakers/food service providers for this event?
If so, who were they? Would you utilize them again? Why or why not?
12. Additional comments about the event/program:

Will you continue to chair this event/program? If not who do you recommend chairing this event next year?

Event Date for NEXT YEAR: _____

Attach all relevant copies of paperwork, publicity, day of event form/program, notes, vendor info, contracts, etc. to the Post-Event Report. Maintain a copy for your ministry files. Please provide a copy of this report to Committee members and Future Leaders.

Signature: _____ **Date:** _____

