



EVENT WORKSHEET

PLANNING AND APPROVAL:

Department/Ministry: _____ Date of Event: _____

Event Description: _____

Event Goals: _____

Projected Attendance: Member: _____ Non-member: _____ Total: _____

Estimated Cost: _____

REVIEW, EVALUATION AND FOLLOW-UP:

1. What was the non-Adventist attendance? _____ Adventist? _____ Total _____

Future recommendations (advertising, promotion, event timing, etc.) _____

2. How many members were working at the event? _____

Future recommendations (recruiting, training, etc.) _____

3. What was the actual cost of the event? _____

Future recommendations (budgeting, potential changes in cost, etc.) _____

4. Did the event run smoothly? Was it positively received? If no, why not? _____

Future recommendations: _____

All invoices and receipts have been submitted for payment or reimbursement.

Interest information has been submitted to the Interest Coordinator.

Interest follow-up plan: _____
