# Post-Event Report Template

## Event Summary

|  |  |
| --- | --- |
| Event Name: | [Enter event name] |
| Event Date: | [Enter event date] |
| Location: | [Enter event location] |
| Organizer: | [Your organization name] |

## Attendance Overview

|  |  |
| --- | --- |
| Attendance type: | Total |
| Donors: | [Number of donors] |
| Volunteers: | [Number of volunteers] |
| General public: | [Number of general public] |
| Total: | [Total attendees] |

## Financial summary

|  |  |
| --- | --- |
| Revenue type: | Amount |
| Total funds raised: | $[Amount] |
| Expenses: | $[Amount] |
| Net funds raised: | $[Net amount] |

## Major donations:

* - [Donor Name] - $[Amount]
* - [Donor Name] - $[Amount]

## Key outcomes and highlights

### Major achievements:

* - [Achievement or milestone]
* - [Achievement or milestone]

### Notable moments or highlights:

* - [Description of highlight]
* - [Description of highlight]

## Feedback and learnings

### Attendee feedback:

[Summary of feedback received]

### Sponsor feedback:

[Summary of sponsor feedback]

### Volunteer feedback:

[Summary of volunteer feedback]

### Lessons learned:

[Key takeaways and suggestions for future events]

## Conclusion and next steps

### Overall event success:

[Brief assessment of success]

### Recommendations for future events:

* - [Recommendation 1]
* - [Recommendation 2]

### Follow-up actions:

* - [Action 1]
* - [Action 2]

## Contact Information

|  |  |
| --- | --- |
| Report prepared by: | [Your name] |
| Email: | [Your email] |
| Phone: | [Your phone number] |