

EVENT SUMMARY

Event Coordinators: Please complete this form after each event, with suggestions of what to do next time for a similar event.

Event: _____ **Date:** _____

Type of event (e.g., pot luck, catered dinner, brunch, etc.): _____

Key people/committee responsible: _____

Attendance: Total # expected: _____ Actual # attendees: _____ RSVPs required? _____

If used RSVPs, how did the actual attendance compare to the RSVPs? _____

Set-up (include number of tables used, types of table decorations, room layout, and any special notes):

Food (include menu, quantities ordered, caterer or stores used):

Leftover food (how should the order — quantities, type and supplier — be altered next time):

Budget (what did the event cost, where did the funds come from, was the budget accurate or should there be a bigger or smaller budget next time):

(over please)

Promotion: Please check all that were done:

weekly E-mail_____

newspaper press release_____

Shabbat announcement sheet_____

phone calls_____

bulletin_____

Atrium and/or Lobby poster_____

mailed invitations_____

other_____

If other, please specify: _____

Comments (please use this space to make suggestions for next year's organizers):

Thank you! Please send completed form to Alice Kintisch at alicek1847@barnerttemple.org.