

One Page Event Recap Template

Event Overview:

[insert brief summary of the event - what it is / why we do it / time of year / location / etc.]

Event Performance:

| Key Performance Indicator | This Year | Last Year | Two Years Ago |
|---------------------------|-----------|-----------|---------------|
| Attendance | | | |
| # Tickets Sold | | | |
| Ticket Revenue | | | |
| # Sponsors | | | |
| Sponsor Revenue | | | |
| Auction Revenue | | | |
| Total Revenue | | | |
| Total Expenses | | | |
| Net Proceeds | | | |

What Went Well This Year:

-
-
-

What We Need to Improve Next Year:

-
-
-

More free resources at productivefundraising.com