

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:

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What We Need to Improve Next Year:

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