

## PODQ Event Follow-Up

Please fill this form out and return it to the church office after the event

1. Department \_\_\_\_\_

2. Type of Event \_\_\_\_\_

3. Date of Event \_\_\_\_\_

4. Location of Event \_\_\_\_\_

5. Was the original event goal accomplished? Yes \_\_\_\_\_ No \_\_\_\_\_

6. If you answered no to question 5 please specify why you feel the goal was not accomplished (this will help better prepare for this event again).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What could be changed to make the event better? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Did all workers and supplies arrive as requested? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Do you feel the event was a success? Yes \_\_\_\_\_ No \_\_\_\_\_

10. If you answered no to number 9 why and how can this event be made successful?

\_\_\_\_\_  
\_\_\_\_\_

11. Additional supplies required the day of the event

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. If this event involved fundraising please provide the following details...

Event Goal	\$ _____	
Amount in money box at the opening of event		\$ _____
Amount in money box at the closing of event		\$ _____
<b>Total money made at event minus opening balance</b>		<b>\$ _____</b>

*\*For additional information please use the back of the form*