

Media Coverage:

(Listed is all television, print, and radio coverage this event/promotion received.)

Attachments: Copies of news releases sent out
 Copies of media coverage (if available)
 On-site photographs, video tapes, etc.

Any additional questions, please call _____

Thank-yous:

Signed by	Recipient	Date Sent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recommendations:

Event Feedback:

The purpose of this feedback is to allow us to evaluate each project and make changes, additions, etc. for future events with its clients. Please include any helpful advice and/or solutions. Use additional sheets as needed.

Pre-event planning, promotion, publicity:

(Was there enough time to plan? What could be improved?)

Set-up:

(Was there sufficient time? Staff? Volunteers?)

Vendors:

(Did vendors perform as agreed? Were they on time, professional, organized?)

On-site details:

(How did the event run? Was the installation pleased? Any glitches or problems?)

Additional comments:
