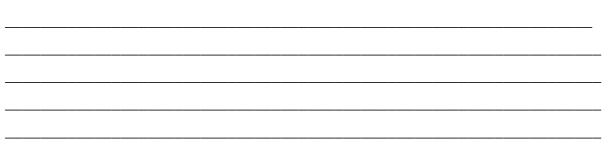
## Program Manager's Report

Name of event:				
Location of event:				
Program/event manager: Phone:				
Date(s) of event:				
Number of people attended:				
Percentage of attendees who were military:				
Specific activities that were unique to this event:				
The location on installation where event was held:				
A demographic description of the people who attended the event (age, ranks, married, dependents):				

A listing of all VIPs ar	nd other sponsor representatives who	attended or participated in the
event:		
Attachments:	<ul> <li>On-site photographs, video</li> <li>Copies of sponsorship agre</li> </ul>	
Any additional quest	ions, please call	
Thank-yous:		
Signed by	Recipient (vendor)	Date Sent
Wrap-up meeting da	ate:	
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:			
			<u> </u>
Event/project goals:			
Goal 1:			
Did you meet it?	Yes	No	
How?			
Goal 2:			
Did you meet it?	Yes	No	
How?			
Goal 3:			
Did you meet it?	Yes	No	
How?			
Personal comments/rec	ommendations:		