



Alumni
Association

POST EVENT SUMMARY & FEEDBACK

Please submit this to your Alumni Engagement staff liaison within one week after the event. This feedback and reporting is so helpful for our office to understand the success of the event for replication in other Networks or in the future. Thank you for your leadership and planning!

Overall, how did the event go?

Please provide the names and contact information for the individuals and volunteers who helped facilitate the event (venue contacts, caterers, etc.):

Final Attendance (ex. 30-50 and please email sign in sheet to alumni@westga.edu):

Total Expenses (ex. \$150):

Reimbursements (ex. \$150 for NAME of purchaser):

General feedback or observations (would you host this event again, what would you do differently, the same, etc.):



UNIVERSITY OF WEST GEORGIA