



## The Colorado College Event Report Form

Please complete the questions below and return one copy to the local Colorado College metro area coordinator and one copy to the Alumni Relations Office or complete this form online,

<http://www.ColoradoCollege.edu/Alumni/eventreportform.asp>

**Attach a list of all the attendees.**

Event name: \_\_\_\_\_

Event date: \_\_\_\_\_ Metro area \_\_\_\_\_

No. attending: \_\_\_\_\_ No. reservations: \_\_\_\_\_

Report prepared by: \_\_\_\_\_

Event location: Name of site \_\_\_\_\_

Address \_\_\_\_\_

Contact person on site \_\_\_\_\_

### Other sites considered:

Name of site \_\_\_\_\_

Address \_\_\_\_\_

Contact person on site \_\_\_\_\_

Reason why not chosen  
(ie., already booked, too expensive, etc.) \_\_\_\_\_

\_\_\_\_\_

Name of site \_\_\_\_\_

Address \_\_\_\_\_

Contact person on site \_\_\_\_\_

Reason why not chosen  
(ie., already booked, too expensive, etc.) \_\_\_\_\_

\_\_\_\_\_

1. What were the event's strengths and weaknesses? (Location, content, speaker, food, transportation, access, relevance, etc.) Please review any problems that were encountered, as well as suggestions for their solution.

2. Cost per person \$ \_\_\_\_\_

Total collected \$ \_\_\_\_\_

3. Itemized cost of event:

Item purchased:

Cost:

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

Please reimburse: \_\_\_\_\_  
(Name)

\$ \_\_\_\_\_ (total of above)

**Receipts must be attached to this report.**

4. Please list all individuals who assisted in planning this event, along with their areas of responsibility:

5. Would you recommend this event be scheduled again?