

End of Year Reports

1. Date, time of event and where it took place
2. What was the purpose of the event?
3. Was this a new event or one we've done historically? If new, why was it done and who decided to do it?
4. Number attending
5. Cost to attend (if any)
6. What was your budget for the event? What was the final cost for WoTRS?
7. Did it make money, did it come in at, under or over budget?
8. Was there food? - was there a caterer or did people bring food?
9. What else was involved in the meal or refreshments - alcoholic beverages, did we rent or buy the dishes, glassware, linens and cutlery?
10. Were there complimentary meals involved for clergy, staff and other guests?
11. Was there a speaker and, if so, was he or she well-received and what was the fee or honorarium?
12. Were there gifts, raffles, door prizes, decorations or anything else unique to your program?
13. Was there a committee; who was on the committee?
14. Did you report donor points for your event in a timely manner?
15. What publicity did you use to advertise your event?
16. Please evaluate what aspects of your went particularly well and what did not.; include suggestions and/or recommendations for the following year