



Lovejoy Choir Booster EVENT WRAP UP

EVENT DETAILS

NAME / SUBJECT OF EVENT	
DATE and DAY OF WEEK	
START and END TIMES	
NUMBER ATTENDED	
LOCATION	

EVENT REFLECTION

How would you evaluate the success of this event? Would you do the event again?	
What aspects of the event would you keep the same?	
What would you do differently?	
Notes for reference (volunteers, vendors, etc.)	

BUDGET

Expense Description	Amount	Vendor (with Contact Info)	Recommend again?