

Post Event Wrap Up

(Reimbursement will be once this form and all non-consumables are turned in)

- Set Up (attach form)
- Final budget (attached)
- Attendance number _____
- Non-Consumables returned for storage (**with pictures**):

- Tablecloths washed and returned to storage
- Volunteers: Who fulfilled their commitment: _____

Who did not fulfill their commitment:

- Was this the appropriate number of volunteers? _____

- Was this a good space? _____

- Suggestions to improve this event:

- Name of person assigned to take pictures: _____