

Event Summary

Event Information Event Name: _____ Dates: ___ to _____ Location: _____ Booth Number: _____ Booth Size: _____ ft × _____ ft Setup Time: _____ Tear Down: _____ Event Contact: _____ Phone: _____ Notes/Rules: _____	Financial Summary Total Sales: \$ _____ Expenses: Entry Fee \$ _____ + Materials \$ _____ + Travel \$ _____ = \$ _____ Net Profit: \$ _____ Leads Generated: _____ email signups Commissions Booked: _____
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Event Evaluation

What Worked Well: _____

What to Improve: _____

Return Next Year? Yes No Maybe

Notes for Next Event: _____

Event Rating: ★★★★★ (Excellent) ★★★★ (Good) ★★★ (Fair) ★★ (Poor) ★
(Never Again)