

# Redding Neighbors & Newcomers Event Evaluation

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COORDINATOR(S):** \_\_\_\_\_

**PLACE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**FEE (PER PERSON):** \_\_\_\_\_

**# ATTENDING:** \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

**PROFIT/LOSS:** \_\_\_\_\_

**CONTACT NAMES & PHONE NUMBERS (i.e. vendors, suppliers, rentals, etc.):**

Name & Number: \_\_\_\_\_

Recommend using again?                      Yes                      No

Comments: \_\_\_\_\_

\_\_\_\_\_

Name & Number: \_\_\_\_\_

Recommend using again?                      Yes                      No

Comments: \_\_\_\_\_

\_\_\_\_\_

*\*If more than two contact names, attach additional sheet.*

**OTHER INFORMATION ABOUT ORGANIZING THIS EVENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDED CHANGES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please try to be as detailed as possible. Feel free to attach additional pages, if necessary.  
Please attach all pertinent information (i.e. copies of receipts, contracts, and media coverage).*