



# Network Post-Event or Activity Summary

This will help evaluate each event and assist in planning future activities. Complete and return to the Office of Alumni Engagement.

Network: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Event Coordinator(s): \_\_\_\_\_

\_\_\_\_\_

Please provide a brief description for each of the following:

Overview and goal of the event:

\_\_\_\_\_

\_\_\_\_\_

Attendance:

Please attach a list of alumni attendees (include names and email addresses when possible)

How did you promote the event?

\_\_\_\_\_

Overall comments regarding the event, including strengths and weaknesses:

\_\_\_\_\_

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Upload Photo (optional): If possible, please include names of individuals in the photo