



# Network Post-Event or Activity Summary

(THIS FORM WILL BE ONLINE)

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: (NUMBER)

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