**Event Report & Evaluation Form**

*(Please turn this in via email within 2 days of the Conference along with any expense sheet or invoice.)*

**Conference:**

**Date:**

**Location:**

**Rep(s):**

1. **Please describe the event, audience, and facilities:**
   1. **Who were the Sevenstar representatives?**
   2. **What was the schedule (picture or link)?**
   3. **Did we get a list of delegates (submit w/ report and add to CRM)?**
   4. **What big ideas were gained from general sessions or seminars?**
   5. **Was the exhibit worth doing (if we did it)?**
2. **Did Sevenstar get to speak?**
   1. **What topics?**
   2. **How many attended?**
   3. **How many feedback cards were collected? (Add to CRM)**
   4. **Which schools co-spoke with us, if any?**
3. **Which schools and leaders were met with? (include pictures, notes, and comments. Add to CRM)**
4. **Which influential leaders met with? (Add to CRM)**
5. **Which schools need immediate follow-up? (list names, needs, and notes)**
   1. **Leads/Prospects (Add to CRM)**
   2. **Custom/Direct Partners (Add to CRM)**
6. **Which local schools were visited, if any?**
7. **Any tips or suggestions for next time?**
   1. **What went well?**
   2. **What could have gone better?**
   3. **Should we do it again?**
   4. **Other Notes/tips:**