

POST-EVENT CHECKLIST

1

DID THE PROGRAM STAY WITHIN BUDGET?

- Review and audit the event expenses.
- What changes can we make to lower expenses next year?
- What expenses were not planned for this year that need to be added to next year's budget?

2

REGISTRATION WEBSITE

- What changes need to be made to the registration website?
- Is there any additional information that we should collect that would have been helpful?

3

HOTEL

- How many rooms do we need to increase/decrease for next year?
- What changes to the meeting space and production will make the event run more smoothly?
- What changes to the contract do we need to make that would have been better for the event?
- Was the location of exhibit space convenient to the meeting space?
- What changes to meals (guarantees, dietary needs, times and quantity) do we need to make?

4

POST EVENT MEETING

- What are the results of the attendee post event survey?
- What worked well?
- What needs improvements?
- What challenges do we need to overcome before next year?
- How can we improve on-site registration next year to be more efficient?
- Were attendee problems and complaints handled properly or what can be done better?
- What have we learned that we need to improve on next year to have a more successful event?
- What have we learned that we do not need to repeat next year to have a more successful event?