



**Special Event Reflection
Cobblestone Museum**

Name of Event:

Date of Event:

Time frame:

Location of Event/Address:

Contact Person:

Contact Phone:

Contact E-mail:

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- Continue answers on 2nd page, use a separate sheet of paper or attach additional documentation, if needed.

1. Describe the Event:

2. Did this event meet the purpose of the event & fulfill the mission of the museum? Explain (Fundraising/Historic/Educational/Awareness)

3. How many people were at the event?

4. Did this meet your goal of attendance? YES NO

5. How much money was spent on the event?

6. List donations & sponsorships for the event? (money and items)

7. Profit/Loss:

8. Identify highlights of event:

9. Identify concerns of the event:

10. What would you change if you did this again?

11. Do you recommend doing this event again? YES NO
If Yes, when?

Include any other comments/or continue answers here:

Sign: _____ Date: _____