



Senior Event Profile

What: _____ When: _____
(name of event) (date of event)

Who: _____
(sponsoring entity)

Where: _____
(location, address)

Goal/purpose:

Brief description of event:

Number of attendees _____ Cost to attendees: _____

Overall cost of event to congregation: _____

What went well:

What to do differently next time:

Did you meet your goal?

Suggestions for others hosting a similar event:

Name and contact information for person completing this form: