



## Event Follow-up Form

Congratulations on completing an alumni event and thank you for your assistance in doing so! In an effort to maintain accurate records of alumni activities and event attendance, please complete the form below and forward to the Office of Alumni Relations within ONE week of completion of your event.

### Event Details

Event Planner:	
Name of Event:	
Date & Time:	
Cost? How was money collected?	
Total # in attendance:	
Location:	

### Event Evaluation

What about this event went particularly well?	
How was the location? Would you use this location/venue again? Why or why not?	
Any suggestions for improvement?	

*Please enclose or attach a list of event attendees and contact information sheets.*

Return this form to the Office of Alumni Relations by email to [alumrel@creighton.edu](mailto:alumrel@creighton.edu) or by mail to Creighton University Alumni Relations Office, 2500 California Plaza, Omaha, NE 68178. Send by fax to (402) 280-2737.