

COMMITTEE: _____

CHAIRPERSON(S) NAME(S): _____

EMAIL: _____

COMMITTEE MEMBERS (NAME/PHONE):

EVENT DATE(S)/TIME: _____

VENDORS USED:

(COMPANY NAME)	(CONTACT NAME/EMAIL)	(PHONE)
----------------	----------------------	---------

1. PURPOSE OF COMMITTEE/MAJOR TASKS COMPLETED
2. THINGS THAT WENT WELL
3. THINGS TO CHANGE FOR NEXT TIME
4. KEY INFORMATION THE NEXT CHAIRPERSON OF THIS COMMITTEE SHOULD KNOW