**CCA Event Report**

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| Event Name : |  |
| Event Date(s) : |  |
| Event Organizer : |  |

Please file a report with the following key reflection points for learning purpose.

1. What was the goal of the event, and do you feel that it was accomplished?
2. What were the biggest challenges you faced in organizing the event?
3. How did you address those challenges, and what did you learn from them?
4. What were the highlights of the event, and why?
5. Were there any issues or problems during the event, and how were they resolved?
6. Did you receive any feedback from attendees or participants, and what were their thoughts on the event?
7. Were there any areas for improvement that you identified during the event, and how do you plan to address them in the future?
8. Did you stay within budget for the event, and if not, what caused the overspending?
9. What were the most successful marketing or promotion strategies for the event (if any)?
10. Are there any specific changes or improvements you would make for future events, based on your experience with this one?