

ISCP Event Planning Template

ISCP Event Report Form

Complete within 7 days of your event and submit via MyISCP Hub

1. Event Information

Event Name:	
Event Date:	
Event Type:	<input type="checkbox"/> Workshop <input type="checkbox"/> Lecture <input type="checkbox"/> Training <input type="checkbox"/> Networking <input type="checkbox"/> Other
Committee:	
Organiser Name:	
Organiser Email:	

2. Attendance Metrics

Registered Attendees:	
Actual Attendees:	
No-Shows:	
Walk-ins:	
Attendance Rate:	%

3. Financial Summary

Item	Amount (€)
Total Budget Allocated	
Total Actual Spend	
Revenue (if applicable)	
Variance (Budget - Actual)	
Cost Per Attendee	

4. Feedback Summary

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Survey Responses:	
Response Rate:	%
Overall Satisfaction (1-5):	
Net Promoter Score:	
Would Attend Again:	%

5. Key Insights & Feedback Themes

What did attendees appreciate most?

What could be improved?

6. Lessons Learned

What worked well and what would you do differently next time?

7. Recommendations for Future Events

ISCP Event Planning Template

- Repeat this event format
- Modify format (explain in notes below)
- Different venue recommended
- Change timing/duration
- Invite speaker(s) back

Notes:

Report Submitted By

Name:	
Date:	
Signature:	