

Post-Event Checklist - High/Medium Support from Advancement

Finance

	Reconcile bills/payment
	Reconcile sponsorships

Debriefing

	Schedule debrief
	Engagement and/or Fundraising
	Dept follow up w/student no-shows

Vendors

	Reconcile bills with vendors
	Thank You & Feedback to Vendors
	Find out when to expect event photos

Other

Communication

	Video edit/upload
	Thank you email
	Thank you cards/gifts, as needed
	Update website

Notes: