

**Post-Event Checklist - Low or No Support from Advancement**

**Finance**

	Reconcile bills/payments
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**Debriefing**

	Schedule debrief with event planning committee
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**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:**