

District 5180 – Club Post Event Checklist

Directions: Before you forget everything complete this form and email it to the Public Relations Committee (rotary5180pr@gmail.com) at the earliest possible opportunity prior to the event.

1. What was the name of the event?
2. What general Rotary component was the event focused on? (Check all that applies)

Community Service	Youth/New Generations Program	Membership Drive
Fellowship Opportunity	Vocational Activity	Fund Raising
Other (please state)		
3. How many Rotarians were at the event?
4. If your event was a service project, how many “Rotarian Hours” was spent on the project?
5. How many Rotary Volunteer hours was spent on the event?
6. What did your event accomplish? (i.e. money raised, dictionaries delivered, speech contest participants, park cleaned)
7. How many different people attended your event?
8. Where was the event held?
9. What is/are the event’s date(s) and times? If it is for multiple days, please indicate the start and end times of the event (i.e. 10 am to noon)
10. What significant information about your event should non-Rotarians know about?
11. Which Rotary clubs were involved?
12. Who can we contact for more information? (email and phone number)

Please remember to have your photographer and videographer send the public relations team any photos or videos you would like us to post and any captions you want with such photos or videos. If you have a Facebook or YouTube account, please post these items there. Also ask your news bulletin editor and web master to use the photos and videos.