

EVENT NAME | EVENT DATE
Event Experience Report | Your name

This is a report on my experience attending the EVENT at LOCATION on DAY/DATE.

Pre-Event

Reconnected with:

- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes

Introduced YOUR COMPANY to Vendors at Exhibit Tables

- Provided my business card.
- Shared what we do

- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes

Meal

Buffet Line/Table Connections

- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes

Event and Other

Networking Breaks

- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes
- **NAME/TITLE/COMPANY:** Notes

Post Event Wrap-Up

I appreciate attending this event on many levels. I bolded ideas I think would be good to implement.

- **IDEAS** | I got from the event.
- **IMPROVEMENTS** | What we could do to improve our exhibit table/networking.
- **OBSERVATIONS** | Observations on connections.
- **STATUS** | Where am I in the follow up process?
- **VALUE** | Connections and event takeaways.