

MBG Convention Committee Evaluation Report

Please complete and submit Committee Evaluation to Convention Chairs and original receipts for reimbursement to Convention Treasurer by September 1st. No reimbursements will be available after September 1st. (Attach additional pages as necessary)

Year:	Committee:			
Chairperson(s):				
Volunteers:				
Donated items/services (please list so that donors receive recognition)				
Donated Item(s)	Name, Address, City, State, Zip code, Phone			
Expenditures:				
Item	Qty	Cost each	Total Cost	If donated, est. value
Totals:				
Company information from which goods or services were purchased.				
Purchased Item(s)	Name, Address, City, State, Zip code, Phone			
Income (as applicable):				
Items or Services	Qty	Cost each	Total Cost	
Totals:				

**Inventory of convention items and supplies:
Items/supplies to be stored for future use.**

Items/supplies to be purchased or replaced for the next convention.

What went well within the committee or function?

What problems or issues were encountered? How were they resolved?

Recommendations and suggestions for committee in future conventions.

Suggestions for changes or modifications to Convention Guidelines.

Additional Comments: