

## POST EVENT REPORT

I	<b>Name of The Event</b>						
II	Initiator of The Event	Internal	External				
III	Event Format						
IV	Main Publication (Poster, Banner, etc or One Photo that describe the event)						
V	PIC (Department, Division or Clubs)	Corporate Reputation Department					
VI	Report prepared by	Name					
		Contact	Phone				
			Email				
VII	Date						
VIII	Time						
IX	Venue						
X	Brief of The Event						
XI	Objective						
<b>Evaluation Dimension</b>							
I	Partnership Aspect ( <i>Collaboration/ Sponsorship/ Media Partnership</i> )						
I.1	LSPR Contribution						
		Value of LSPR Contribution					
I.2	Benefits to LSPR						
		Value of Benefits to LSPR					
II	Audience	Expected Audience					
		Attendance Log Book					
III	Total of Exposure				*Coverage: Media Monitoring by Request		
IV	Event's Review (including quality of event)						
V	Punctuality						
VI	Obstacle						
VII	Target Sponsor						
<b>Scoring</b>							
No	Dimension	Scoring					Score
		Very Bad 5%	Bad 10%	Average 15%	Good 20%	Very Good 25%	
I	Partnership Aspect (25%)						
II	Audience (25%)						
III	Exposure (25%)						
IV	Event's Review (25%)						
<b>Total Evaluation Score</b>							0%

Note:

Evaluation Score:
20% = Very Poor
21% - 40% = Poor
41% - 60% = Good
61% - 80% = Very Good
81% - 100% = Excellent