

Notes from Presentation or Tabling Event

Name / Title of Presenter: _____

Name of Organization/Event: _____

Address/Location: _____

Contact Person / Title: _____

Purpose of Meeting: _____

Date and Time of Presentation: _____

Purpose/Topic of Presentation: _____

_____ Number of people attending

_____ Number of people with questions / comments

_____ Number of people who approached me at the end

_____ Number of people who expressed an interest in getting involved

How did it go?

Important concerns / issues raised:

Names to remember:

Add to mailing list:

Follow-up needed: