

## Advertised Event: Attendance Data

**Congregation** \_\_\_\_\_ **Date** \_\_\_\_\_

**Event** \_\_\_\_\_

Advertised on/in what media/when?

What did you do to meet, greet, provide information to guests? To what other congregation events are they invited? How did you follow up with them?

greeters?

guest book to sign/contact info sheet?

material for guests to take home?

follow up plan

what did you do to prepare members to welcome guests?

total # of  
persons attending

# of  
members  
attending

# of adult  
local guests  
1st time

# of adult  
local guests  
returning

Reported by/date \_\_\_\_\_