Military Reunion Network
Post Reunion Report

Reunion Date/Days:

Planner:
Address
Email
Phone
Additional Contact:

CVB Contact:
Address
Email
Phone

Hotel Contacts:
Address
Email
Phone

Promotion/Registration History:
We started promoting the reunion: (include date)

___ Our website ____American Legion ___VFW ____ Other:_____
___ FaceBook ____ Direct Mail ___ Reunion Newsletter

Attendees Register:

_____ Mail _____ Dedicated Reunion Registration webpage
_____ FaceBook

Attendees can pre-pay:

_____ Cash ___ Check ___Credit Card
_____ Venmo ___ Zelle

Hotel History:

	Day 1	Day 2	Day 3	Day 4	Day 5	Cost/Tax
Guest Rooms Contracted						
Guest Rooms Reserved						
Difference						
	Welcome Reception	Tour 1	Tour 2	Reunion Banquet		
Attendance Estimate						
Attendance Actual						
Difference						
Per Person Cost						

Attendee Demographics & Travel History

Attendance Category	Number
Overall Attendance	
Total Reunion Attendance	
Veterans Attending	_____
Spouses, Family Members & Other Guests	
First-Time Attendees	
Returning Attendees	
Children Under Age 16	
Volunteers Assisting With the Reunion	
Attendees With Mobility Limitations	
Attendees Using Wheelchairs or Scooters	
Attendees Requiring Accessible Guest Rooms	
Attendees Accompanied by Service Dogs	
Attendees Who Flew to the Reunion	
Attendees Who Drove to the Reunion	
Attendees Who Used Other Transportation	
Attendees Using Motor Coach Transportation During the Reunion	
Attendees Who Arrived Early	
Attendees Who Extended Their Stay	
Other Things We Want to Keep Track of:	

Note: Categories may overlap; do not add them together to calculate total attendance. Record accessibility needs only when voluntarily shared, using aggregate counts.