

Post Event Report

Event Name: HEADSHOTS 2023: NEW YEAR NEW YOU

| Name of LO/BM: | Matthew Medinger |
|------------------------------------|--|
| Branch: | Orland Park - IL |
| Date: | February 7, 2023 |
| Purpose: | Promoting relationship with partners and securing new contacts |
| Marketing Support / Collateral: | RSVP Page via Eventbrite |
| | Email Invites via Eventbrite |
| | Printable Flyer |
| | Social Media Image |
| | SMS Blast |
| | |

Email Invites:

| 1st Invite - 1/12 | Follow- up - 1/16 | Reminder - 1/31 | Supplement Invites: |
|-------------------|-------------------|-------------------|---------------------|
| 27 - Delivered | 29 - Delivered | 17 - Delivered | 1/13 - 3 recipients |
| 77.8%- Opened | 48.3% - Opened | 64.7% - Opened | 1/16 - 2 recipients |
| 22.2% - Clicks | 3.4% - Clicks | 0% - Clicks | 1/17 - 1 recipient |
| 0% - Unsubscribed | 0% - Unsubscribed | 0% - Unsubscribed | 1/19 - 6 recipient |
| 3.6% - Bounced | 3.3% - Bounced | 5.6% - Bounced | |

SMS Blast

Sent 1/23 for 22 contacts

RSVP vs. Attendees

| Confirmed RSVP: 20 Attendees: 11 Unregistere | d: 0 Attendance %: 55 |
|--|-----------------------|
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Cost:

• Overall - \$350

Feedbacks:

If there was anything you could change about the event, what would it be?

I would have overbooked the event since there is always a portion that rsvp but don't show up.



What are ways we can improve in allotting more support?

A prep package would be nice with a guest list form and any other pertinent documents needed for the event.

Did you encounter any challenges in organizing the event? Feedback will be appreciated.

No it was fairly easy.