

Capability / Discoverability

Reporting Template

Name of Event/Initiative:

Date of Event/Initiative:

Description of Event/Initiative:

Summary of Event/Initiative – Please include number of attendees, topics, workshops, guest speakers:

How your event met its objectives:

Highlight of the event and relevance to NZ On Air (one paragraph that could be included in our newsletter):

Things to improve for the next event:

Relevant media coverage/mentions: