



FOLLOW UP RESOURCES

EVENT ORGANIZER RESOURCES

DATA COLLECTION AND REVIEW

- ☐ Collect event-related data, including participant numbers, times, and results.
- ☐ Review race results and ensure accuracy.
- ☐ Complete your Post-Event Reporting on your USA Cycling Event Permit.

PARTICIPANT FEEDBACK

- ☐ Gather feedback from participants and volunteers through surveys or feedback forms.
- ☐ Analyze feedback to identify strengths and areas for improvement.

VOLUNTEER APPRECIATION

- ☐ Send thank-you notes or emails to volunteers, officials, and staff who contributed to the event's success.

AWARDS AND PRIZES

- ☐ Ensure all winners received their awards and prizes.
- ☐ Send out any unclaimed prizes to winners if necessary.

RESULTS REPORTING

- ☐ Submit final race results to USA Cycling.
- ☐ Update results on the event website and any relevant platforms.

EVENT DOCUMENTATION

- ☐ Organize and store all event-related documentation, including permits, waivers, contracts, and receipts. You can do this on Google Drive, Dropbox, or even SharePoint.
- ☐ Prepare a financial summary of the event, including revenue, expenses, and net income.
- ☐ Share financial reports with relevant stakeholders, sponsors, or partners.

POST-EVENT COMMUNICATION

- ☐ Communicate with participants, sponsors, and volunteers about the event's success, highlights, and upcoming events.
- ☐ Create a post event gallery that can be shared on social media.
- ☐ Send thank-you messages to sponsors, partners, and any supporting organizations.
- ☐ Send out a post event "Thank You" to participants for their participation and support.



**SUBMIT
RESULTS
HERE**



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FOLLOW-UP TASKS

- ☐ Address any outstanding matters, such as equipment returns, unpaid invoices, or unresolved issues.
- ☐ Start planning for future events by evaluating potential dates, locations, and improvements based on post-event feedback.

DOCUMENTATION ARCHIVING

- ☐ Archive event-related documents, checklists, schedules, and materials for reference in future events.

By following this post-event checklist, you can ensure a smooth wrap-up and maintain a record of your event's success and areas for growth. Remember that each event may have unique aspects, so adapt the checklist to match your specific event's requirements.