

## Post Event Feedback

### Before Event

- Secure digital camera, smart phone, or video camera capable of shooting 300 dpi photos. Make sure that you have all necessary equipment to store and upload photos.

### During Event

- Take extensive photos for your own use and to send to NAFTC for inclusion in the Executive Summary.

Please make sure that your logos and photos are of high quality and meet the desired specifications. Additionally, your photos and summary should highlight the best aspects of your event.

Some potential photo ideas include:

- People – particularly happy ones and large crowds
- Unique vehicle displays
- High profile speakers
- Cutting edge technology
- Odyssey signage
- Interactive demonstrations

### After Event

- Collect links to online news coverage and/scanned copies of print articles.
- Collect scanned copies or electronic files of all marketing and promotions materials.
- Complete Odyssey Host Survey

**IMPORTANT: All Odyssey Host Surveys are due by 4:00 PM, November 15, 2019.**

### Odyssey Host Survey

Before completing this survey, gather electronic versions of the following:

- All Host, Sponsor and Partner logos
- 100 word description of your event
- Approximate number of attendees
- 6 high resolution (300 dpi) photos of the event.
- List of event participants
- Links to online news coverage, including websites, print newspapers websites, TV news websites or scanned copies of articles.
- Scanned copies or electronic files of significant marketing and promotions materials.

Once this information is collected, it should only take 5-10 minutes to complete the Odyssey Host Survey.