

# Event Cancellation & Recovery Management Worksheet

## Event Information

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Venue / Location: \_\_\_\_\_

Primary Organizer / Promoter: \_\_\_\_\_

Primary Contact Information: \_\_\_\_\_

Type Of Event: \_\_\_\_\_

## Cancellation Overview

### Date Cancellation Decision Was Made

### Primary Reason For Cancellation

- Weather
- Illness / Medical Emergency
- Venue Issue
- Technical Failure
- Travel Problem
- Staffing Issue
- Safety Concern
- Financial Issue
- Permit / Legal Issue
- Low Ticket Sales
- Emergency Situation
- Other: \_\_\_\_\_

## Factual Description Of Situation

## Parties Affected

Individual / Organization	Role	Contacted
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

## Vendor & Contractor Impact Tracking

Vendor / Contractor	Financial Impact	Status

## Communication Timeline

Time / Date	Communication Action	Responsible Party

## Public Communication Review

## Official Public Statement Released

- Yes
- No

## Platforms Used

- Website
- Instagram
- Facebook
- X / Twitter
- Email List
- Ticketing Platform
- Venue Communication
- Press Release

## Public Response Notes

## Financial & Reimbursement Documentation

<b>Category</b>	<b>Amount / Status</b>
Deposits Paid	
Refunds Issued	
Outstanding Refunds	
Staffing Costs	
Hotel Costs	
Transportation Costs	
Equipment Rental Costs	
Insurance Claim Status	

# Ticketing & Refund Coordination

Item	Completed
Ticket Buyers Notified	<input type="checkbox"/>
Refund Instructions Provided	<input type="checkbox"/>
Ticketing Platform Updated	<input type="checkbox"/>
Reschedule Information Shared	<input type="checkbox"/>
Customer Support Contact Provided	<input type="checkbox"/>

## Operational Recovery Planning

### Reschedule Discussion

- Event Will Be Rescheduled
- Reschedule Pending
- Event Permanently Canceled

### Potential Future Dates

### Remaining Operational Obligations

## Internal Operational Review

### What Contributed To The Cancellation?

## **What Communication Worked Well?**

## **What Created Additional Problems?**

## **Improvements For Future Planning**

## **Final Resolution Status**

- Fully Resolved
- Financial Issues Pending
- Vendor Issues Pending
- Insurance Review Pending
- Legal Review Pending
- Public Communication Ongoing

## **Final Notes**