

## Post-Event Ambassador Checklist

After an event is finished, there are still a few tasks to complete to ensure appropriate follow-up is taken with the Ministry and with the event coordinators. Below is a checklist that can be applied to most events. Unless otherwise noted, send all information via email to your IRSM event contact.

ASAP following the event (e.g. Monday after a weekend event):

- Inform IRSM of your plan for returning event materials, such as contact forms, books, banners, table supplies, depositing cash donations or purchases, etc.

**Note:** If it will take more than a few days for supplies to arrive at the home office, please scan or photograph the completed contact forms and include them in the email so IRSM staff can begin timely follow-up.

Within 1-week post-event:

- Submit the names and contact information of additional volunteers who helped during the event, so IRSM can thank them.
- Submit the names and contact information of key people met (any key people IRSM should follow-up with). These can be noted on their contact form.
- Describe any meaningful “God Stories” where you felt God’s presence or witnessed His work during the event.
- Using the [IRSM Event Photography Guide](#), send photos and videos of the event. If applicable, include raw video and audio files of any sessions or classes from IRSM Speaker Ambassadors.
- Report the number of attendees and, if applicable, the number of congregations represented.
- Relay any feedback you received about the event or IRSM, whether positive or constructive.
- Report any invitations to speak or future event opportunities.
- Write a 150–250-word article summarizing the event for use in IRSM communications (e.g., eNews, Donor eNews, and/or printed newsletters). Be sure to:
  - Include at least one photo.
  - Highlight key moments, outcomes, or testimonies.
  - Mention any impactful interactions or God stories.
  - Consider the different audiences IRSM serves (e.g. thanking donors).

Within 2-weeks post-event:

- Complete and submit a [Mileage Report](#), if applicable.
- Complete and submit an [Expense Report](#), if applicable.
- Participate in evaluation using IRSM Speaker Ambassador Rubric (when available/applicable).

If you have any questions or need clarification on any of the items above, feel free to reach out to your IRSM contact. Thank you for serving as an IRSM Ambassador!

