CONVENTION CHAIRMAN'S REPORT

(Chairman's name)	(Convention)	(Convention date)

Instructions: This report is to be submitted to the Program Desk in the Service Department immediately following the convention. You should report on the program itself rather than on the physical functions of the convention. A summary of the program parts is not needed. It is important that the preparation and content of this report be kept confidential. Some interviews are exceptional. In such cases, ask the speaker to provide you with a written version of the experience that includes the name and congregation of the publisher and the speaker. The experience should be submitted to the Program Desk along with this report.

1. How was the program presented and received?

2. What did you observe about the content or manner of presentation that was especially effective?

3. In what ways might improvements be achieved?

4. If you counseled a speaker, state his name, the title of his talk assignment, why counsel was needed, and what you said to him.