See what a sponsor report covers

Sample report template · Contains no personal health details or private disclosures

Conversation details

Sponsor: [name] · Audience: [audience] · Topic: [topic] · Date: [date] · Host: [host] · Facilitator: [expert]

Reach and experience

Invited [ ] · Registered [ ] · Attended [ ] · Anonymous feedback score [ ] · Resource requests [ ]

Main themes raised, summarised at group level: [ ]

Permission

Level 1 — attended [ ] · Level 2 — asked for resources [ ] · Level 3 — asked for a sponsor introduction [ ]

Introductions completed [ ] · Follow-up meetings held [ ]

Permission is never assumed from attendance or engagement.

Outcomes

Opportunities from requested introductions [ ] · Outcomes the sponsor chooses to record [ ]

State the measurement period, how outcomes were attributed and any caveats.

Trust and quality

Safeguarding concerns: [count only, where appropriate] · Participant feedback: [aggregate] · Publication permissions: [documented] · Follow-up owner: [ ] · Next action: [ ]