

## Enrollment Meeting Tracking Report

Client Name \_\_\_\_\_ Total Eligible Lives \_\_\_\_\_  
 Control # \_\_\_\_\_

Location - City & State	Meeting Date	# of Eligible Employees per Location	# of Employees Attending Meeting	# of Meetings Held	# of Days	Meeting Type (ie; Benefit Fair, Group Presentation, Informal, Train-the-Trainer)	Mandatory?	
							Y	N
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

**Expenses:**

<b>Air/Rail</b>	
<b>Hotel</b>	
<b>Other</b>	

**Comments:**

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Acct. Manager \_\_\_\_\_

Phone # \_\_\_\_\_

**Please fax or email to Enrollment Services at (973) 548-6289 Attn: Courtney Koenig**