

# Event Evaluation Form

This form must be completed 2 business days after an event from your club or organization takes place. The Event Evaluation Form is used to evaluate an event and ways to improve it. If you have any questions please email Justin Bruce, Coordinator for Student Organizations, at [jbruce@lasell.edu](mailto:jbruce@lasell.edu).

## Event Evaluation Form

Name of Person Completing the Form [Required]

Sponsoring Organization [Required]

Date of Event [Required]

Time of Event [Required]

Title of Event [Required]

Type of Event (choose one) [Required]

Valid input:

- Select only one choice.
- must select a value.

- ☐ Social
- ☐ Educational
- ☐ Fundraiser
- ☐ Other

If Other was selected, please specify

Attendance at the Event [Required]

Who was invited to the event? [Required]

How was the event planned? [Required]

What was successful about the event? [Required]

How was the event advertised? [Required]

What role did the members of the club play in the planning and execution of the event? [Required]

What would you change about the event or the planning? [Required]

Please Enter Advisors E-mail [Required]

Valid input:

- name@myschool.edu