

EVENT EVALUATION FORM

This evaluation form is for student organizations that have received Event Grant funding from the Student Government Association. The evaluation should be submitted to the SGA Administrative Assistant within 10 business days of the date of the event/program. Only students may submit this form for review.

STUDENT ORGANIZATION & EVENT INFORMATION

Name of Organization: _____

Submitted by: _____ **E-Mail:** _____

Phone Number: (____ ____) ____ ____ - ____ ____ **Date Submitted:** ____ / ____ / ____

Name of Event: _____

Event Date: ____ / ____ / ____ **Time of Event:** ____ to ____ AM/PM

Event Location: _____

Amount allocated by SGA: \$ _____ **Amount used by organization:** \$ _____

EVALUATION

Please summarize the event's activities:

How many UNC Charlotte students participated in this event? _____

Was this event/program open to the general public? YES NO

If yes, how many people from the general public participated? _____

Did the event/program follow the approved budget? Could you have used more resources or less? Why?

What were the best parts of the event and its planning?

What were the worst parts of the event and its planning?

Would you make any change to the event or its planning process? What would those changes be?

What, if any, changes would you recommend for the Student Organizations Event Grant process?

Was this event/program free to all UNC Charlotte students? YES NO

Was any revenue generated by the event/program? YES NO

If yes, how much? \$ _____

The information submitted above is accurate to the best of my knowledge. I understand that my student organization could be penalized should the information above be found to be fabricated or untrue. I also understand that this Event Evaluation Form must be submitted to the SGA Administrative Assistant within 10 business days of the date of the event/program.

Submitter's Signature

_____/_____/_____
Date

**Return completed evaluation form to the Student Government and Organizations Complex
on the second floor of the Student Union.**

****Make sure to attach copies of any and all advertising (print and electronic) associated with this
event. Failing to do so may affect future funding.***