

Post Event Evaluation

Student organizations that have received money from the Student Organization Funding Advisory Board should submit a completed event evaluation form not later than 5 (five) business days after the event.

No monies will be reimbursed until the evaluation has been completed. Failure to submit the evaluation may result in loss of funding privileges.

Post Event Evaluation

It is very important to evaluate the success of a program soon after the program has ended. This form will help you to evaluate your program. This form is also a useful tool to pass on to future leaders/members of your organization.

Event Name [Required]

No Acronyms

Event Date [Required]

Event Time [Required]

Include the beginning time and the ending time.

Total Attendance [Required]

Sponsoring Organization (s) [Required]

If this event was conducted by more than one organization please list all organization names. No Acronyms.

Event Details [Required]

Please describe in detail what happened during your event.

Accomplishment [Required]

Was the event a success? Why or why not?

Event Planning [Required]

Who was involved in the planning of this event? Did everyone follow through with their responsibilities?

Vendor Information [Required]

Did you utilize any outside vendors, artists, performers, or food service providers? If so who were they? If so, would you utilize them again for future events?

Implementation [Required]

Did you encounter any problems during the planning or implementation of this event? Be sure to explain your answer.

Changes [Required]

If given the chance, what would you change about this event? Be specific

Budget [Required]

What was your total budget for this event? Approximately how much money did you spend on this event?

Funding [Required]

Besides SOF and the sponsoring organization (s), where else did you receive funding for this event?

Could this event have been accomplished without SOF funding? [Required]

- Yes
- No
- Maybe

Do you plan to apply for SOF funding again? [Required]

- Yes
- No
- Maybe

Additional Comments

Event Flyer [Required]

JPEG or PDF file preferred.

Event Photos [Required]

Use the 10 file upload boxes to upload a minimum of 10 event photos.

Event Photo [Required]

Event Photo [Required]

Event Photo [Required]

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