

SGA Funded Post-Event Evaluation Form

After all events, fill out this form.

The Office of Campus Life and Student Engagement will then upload it into your respective organization "Files" tab. This way your organization will have a record of your past events and the notes about improvements and areas the organization did well.

Event Details

Please fill this out as completely as possible. That way your future members can see the most details from your past events!

Event Name [Required]

Date / Time [Required]

Location [Required]

Number of Attendees [Required]

Types of Advertizing

- ☐ Flyers
- ☐ Posters
- ☐ Table Tents
- ☐ Email/ Listservs
- ☐ Mailers
- ☐ Give Aways
- ☐ Tabling
- ☐ OrgSync
- ☐ Other

Who did you target for this event?

Upload Event Diagram or Flyer

Budget Estimate

Create a line item budget
(Include catering, facilities, rentals, decorations, and performances)

On Campus Collaborators/ Sponsors

Off Campus Collaborators/ Sponsors

Event Evaluation

What was the student response?

What went particularly well?

What should be done next time?

To get more students

To make the event better

If you tried something new, describe what you did.

Special Notes