

**Student Life
Post-Event Evaluation**

Complete and submit this form to Student Life within one week of your event.

Student Organization:
Programmer:
Position:
Advisor name:
Was there a co-sponsor for this activity/event? If so, who?

EVENT INFORMATION

Title of Activity/Event:	
Date:	Time:
Location:	
Actual Attendance:	
Amount spent (including money from co-sponsors):	Cost per head:

How did you market this event? What seemed to be the most/least effective methods?

What worked? (time, location, set up, staffing, timeline, student experience, etc.)

What didn't work well? What would you change?

What comments from students did you receive?

Would you plan this event again? Why or why not?

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How did you assess your learning outcomes? Were the learning outcomes achieved?

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Programmers signature

Date

Complete and submit event evaluation and event assessment to Student Life within one week after the event in order to ensure future funding.

Due by:

Date Received:

Received by:

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