

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?

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

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

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What comments from students did you receive?

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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
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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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