



STUDENT ORGANIZATION & EVENT EVALUATION FORM

Southern University and A&M College
Office of Student Organizations and Campus Involvement

Evaluation forms must be submitted to the Coordinator for Student Organizations within 7 business days of the date of the event/program. Only students may submit this form for review.

Name of Organization(s): _____

Name of Event: _____

Submitted by: _____ Date Submitted: _____

E-Mail: _____ Phone Number: _____

Event Date: _____ Time of Event: _____

Event Location: _____ Number of Members Present: _____

Approx. how many students participated in this event? _____

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

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

Did the event/program have an approved budget to follow? Could you have used more resources or less? Why and what type?

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

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

If yes, how much? \$ _____

Was the organization's advisor present? YES NO

Did the organization's advisor participate in the event planning process? YES NO



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Please summarize the event's activities:

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 include?

I certify that 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 Coordinator for Student Organizations within 7 business days of the date of the event/program.

Submitter's Signature/Date

Please submit via campus email only to jael_gordon@subr.edu and "CC" the organization's advisor(s) on the email. Forms will be retained for the Student Affairs Annual Report.

*****Please attach copies of all advertising (print and electronic) associated with this event. Failure to follow instructions may affect future building and date requests. Copies may be hand delivered to the Smith-Brown Memorial Union, Rm. 203.**