



# Event Evaluation Form

Please complete this form **within two days after the event**. For effective event planning it is important that you answer all information fields as completely as possible and return to the Student Activities Coordinator.

Name of person completing this form: \_\_\_\_\_ Today's Date: \_\_\_\_\_

.....

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

What day/s of the week was the event:

- Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Budget: \$ \_\_\_\_\_

Event Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Who was invited to the event? (you can check more than one box):

- Faculty                       Staff                       Students With A.S. Sticker  
 All Students                 Community             Other \_\_\_\_\_

Was there a fee to get in?:     Yes \$ \_\_\_\_\_                       No

What was the purpose or goal of the event?

Was the event date close to the beginning of the semester, finals week, winter break, spring break, or any holidays? If so, please list the circumstances and why that date was chosen.

Where there other events on campus during, or overlapping your event? If so, what were they?



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Divide the event budget by the estimated attendance. How much was spent per person? \$\_\_\_\_\_

Was the amount of money spent versus the attendance worth the time and effort? Please explain why?

What would you change about the event or planning?

What worked well?

Is there anything you'd like to add?