

Event Evaluation

Complete this form and retain for your organization's filing.

Event: _____

Student organization _____

Date of Event: _____

What went well with this event?

What did not go well with the event or you wish you had been able to do to improve?

What mechanisms did you use to publicize this event?

How many people attended the event? What other methods could have been used to attract a larger audience?

Were there refreshments for this event and how much did it cost?

How did the attendees respond to this event?

What things do you still wish you known in advance?

What advice would you give to the next planner about this event?

What other issues needed to be addressed for this event: parking, "thank you" gifts, etc. (Attach copies of program, contact information on speakers, etc.)