

## **Event Evaluation Template**



Details/Notes
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	Event Title	
	Event Date	
cs	Location	
Basics	Total Budget	
t B	Attendance	
/en	Attendance Sponsoring Organization(s) Event Lead	
Ē	Event Lead	
	Phone Number	
	Email	

## **Details/Notes**

	Keep a log of all of the campus partners, outside agencies, etc. that were used in your event planning stages. (i.e. Tartan Ink, CMUPD, Culinart, SLICE, MediaTech, ABTech, etc.)
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Agents	
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	Details/Notes	
t	Initial Budget	
lget	Funding Sources	
Bud	Final Cost	
	Per Person Cost	

## Details/Notes

50	Keep a log of all of the promotional methods that were used in your event planning sto Facebook Event, Instagram Posts, Bridge Event, Connecting	
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Details/Notes

	Keep a log of everything that was accomplished or should have been accomplished before the event
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Event	
Pre	

	Details/Notes
	Keep a log of everyhting that was accomplished or came up the day of the event that should be remembered
It	
Event	
of E	
Day	
	Details/Notes
	Keep a log of everything that was accomplished or should have been accomplished after the event

	Keep a log of everything that was accomplished or should ha	ve been accomplished after the event
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Post		
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	Details/Notes
	Keep a log of your organization's debrief of how the event went, recommendations for the future, or things to remember for next time
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Modifications	
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Recommended	
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	Details/Notes
	What were your goals for this event? What could you have done differently if they weren't? (Define how you view success; quantify it)
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<b>Event Reflections</b>	
ifle	What were the positive and negative outcomes of the event? What contributed to these outcomes?
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Post	
Ро	What did you learn about yourself, working on a team, or your organization as a result of planning this program/event?