Event Evaluation Template

SLICE
Office of Student Leadership, Involvement, and Civic Engagement

SLICEatCMU

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

	Details/Notes	
Agents Used	*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, Catering, SLICE, MediaTech, ABTech, etc.)*	

	Details/Notes	
Budget	Initial Budget	
	Funding Sources	
	Final Cost	
	Per Person Cost	

	Details/Notes	
Marketing & Advertising	*Keep a log of all of the promotional methods that were used in your event planning stages (i.e. Residence Hall posters, Doherty Banner, Stake Signs, Facebook Event, Instagram Posts, TartanConnect Event, Connecting with Student Organizations, etc.)*	

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

Details/Notes

Day of Event

Keep a log of everyhting that was accomplished or came up the day of the event that should be remembered

Details/Notes

Post Event

Keep a log of everything that was accomplished or should have been accomplished after the event

Details/Notes

Recommended Modifications

Keep a log of your organization's debrief of how the event went, recommendations for the future, or things to remember for next time

Details/Notes

Post Event Reflections

What were your goals for this event? What could you have done differently if they weren't? (Define how you view success; quantify it)

What were the positive and negative outcomes of the event? What contributed to these outcomes?

What did you learn about yourself, working on a team, or your organization as a result of planning this program/event?