**Post Event Report**

*Must be submitted no later than* ***one week*** *after event.*

GENERAL INFORMATION

**Event Title:** *Enter title.* **Event Coordinator(s):** *Enter coordinator(s).*

**Event Date:** *Enter event date.* **Event Time:** *Enter event time.* **Location of Event:** *Enter location of event.*

**Event Description:** *Enter event description.*

**Learning Outcomes:** *Enter learning outcomes.*

**Did program meet expected outcomes?** *Enter response.*

AUDIENCE REACTION

**Event Rating (10 being best):** *Choose a rating.*

**Audience Demographic** (e.g. daytime students, evening students, community members):

*Enter audience composition.*

**Number of People in Attendance:** *Enter number of people in attendance.*

EXPENDITURES AND REVENUE

**Total Cost of Event:** $ *Enter total cost of event.* **Revenue Generated:** $ *Enter amount.*

**Student Cost:** $*Enter student cost.* **Non-Student Cost:** $*Enter non-student cost.*

RESOURCES (FACILITIES, STAFF, VOLUNTEERS, CONTRACTORS)

**1**. *Enter name, email, and reason contacted.*

**2**. *Enter name, email, and reason contacted.*

**3**. *Enter name, email, and reason contacted.*

SUPPLIES, MATERIALS AND EQUIPMENT

**1**. *Enter item, obtained from, and cost.*

**2**. *Enter item, obtained from, and cost.*

**3**. *Enter item, obtained from, and cost.*

ORGANIZATION

**Was planning adequate?**  Yes  No

**Was publicity effective?**  Yes  No

**What were the main reasons for the success of the event?** *Enter reasons for success.*

**What were the main reasons for the lack of success or problems with the event?** *Enter reasons for lack of success or problems.*

RECOMMENDATIONS

**Would you recommend this event be done in the future?**  Yes  No

**Please explain why:** *Explain why you would recommend this type of event.*

**If not, please explain why:** *Explain why you would NOT recommend this type of event.*

**Suggestions for Improvements:** *Enter suggestions for improvements.*

**Other Comments/ Special Notes:** *Enter other comments/special notes.*

\*\*Evaluations are due to the corresponding Vice President ***no later than one week***after the program takes place. \*\*