**☺ Event Evaluations ☺**

Name of Organization:

Evaluating Officer’s Name and Chair:

Advisor:

Name of event:

Day/Time of Event:

Location:

Approx. Number of Attendees:

Total Cost of Event:

Major Expenses and Their Approx. Costs:

*(ie, rental fees, speaker fees, ticket costs, etc.)*

What went well?

*(Keepers for next year!)*

What did not go well?

*(Toss it out the window!)*

How did you advertise?

*(Like mail, flyers, posters, or simply emails)*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return as an email attachment to [rgardner01@sterling.edu](mailto:rgardner01@sterling.edu)