

## EVENTS AND ACTIVITIES FORM

To be used for any club or organization putting on an event. Space Availability for campus must be reserve with <b>Ginny Videll, Director of Special Events at 455-3274</b> . This form must be submitted <b><u>2 weeks</u></b> before the event.
Club Name:
Name of Event:
Date of Event:
Location of Event:
Contact Person Before Event: Phone Number(s): Address:
Contact Person During Event: Phone Number(s):
Set-up Time:
Event Start Time:
Event End Time:
Departure Time:
Requested Settings & Special Equipment:
Description of the Event:
Entry fee for participants (include faculty/staff, students, outside guests):
<b>Please return this completed form to Student Activities Office two weeks before event.</b>

## POST-EVENT EVALUATION

How did you feel about the participation level at the event? (# of faculty/staff, students, guests)

How did you advertise for this event?

What was the cost of the event?

Did everything go according to the layout you had planned? If not, Why?

Did you feel that the participants enjoyed this event? Why?

Was the workload divided evenly among the club/committee members?

Would you do this even again? If so, what changes would you make?

General Comments:

**Please return this form to Student Activities the week following the event.**