University of Connecticut

Fee-Funded Organization

Event Assessment Form

Name of Organization

Program/Event Date

How many students attended? Non-students?

Describe any factors that impacted attendance

Event location

Would you recommend this location for future events? Why or why not?

Did your event stay within the planned budget?

If you went over budget, please explain the discrepancy

Did you advertise your event? How and where?

Overall success of the event: (low) 1 2 3 4 5 (high)

Why?

How many volunteers helped with this event?

How could your event have been improved?

Additional Comments?

Form should be part of next org meeting agenda to solidify it in the organization records.

If discussion not anticipated, and can be part of consent agenda.