

Event Evaluation Form

This form is to help you evaluate the different events that your RSO has done. By completing it and keeping a record, it will help you and future RSO to develop and improve future events.

RSO Name: _____ Venue _____
Event Title: _____ Theme: (if any) _____
Event Date: _____ Attendance: _____

Was the program useful? Why or why not?

What do you think could improve this event?

What did you dislike about the event?

What did you like about the event?

Anything you would like to share about this event?

At-A-Glance Rating

Factor

Standard

Score

(1 = poor, 2 = Satisfactory,
3 = Good, 4 = Excellent)

Entertainment Value	Event entertained all attendees.	1 2 3 4
Promotion	Promotions were adequate for the event type and size. Promotions were effective.	1 2 3 4
Setup	Setup was efficient. Layout of event was adequate.	1 2 3 4
Sound	Sound system used was sufficient for the size of the audience and the size of the venue.	1 2 3 4
Location	Location was sufficient for the event type and size. Location was convenient for the majority of attendees.	1 2 3 4
Diversity	Event satisfied a diverse group of people.	1 2 3 4
Committee Participation	Committee members participated in planning, organizing, promoting, and working the event.	1 2 3 4
Executive Participation	Executive board members and were helpful in planning, coordinating, promoting, and working event.	1 2 3 4

Promotion Information

- Type and Number of Promotions Used (check box if used, please indicate number of each type):

TV Monitors: _____ Flyers: _____ Harbinger: (date(s) run) _____

Table Tents: _____ Poster: _____ Other: _____

Event Information

Attendance (please fill in number): Students _____ Faculty _____ Others _____

TOTAL ATTENDANCE _____

Total Cost of Event (as reflected on "Event Budget Sheet"): \$ _____

Cost per Attendee: (Total Cost of Event divided by Total People in attendance): \$ _____