

# Student Groups Post Event Summary Form

*This form is to be completed whenever you have had an internal/external event where alcohol, transportation, or a physical activity has been held. Your group would complete this form for events such as: a volunteer appreciation party, silent auctions, any kind of group promotion/awareness event, lectures, dance/dinner parties, theatrical plays any ticketed event and 30 hour famine event .*

*These reports need to be completed 2 weeks after your event. This will help your group to identify what events are successful and how you can improve upon them in the future. It will also leave a record of what worked for your predecessors.*

*The only thing you would not use this form for would be for things like booking rooms, and group meetings. Any questions contact the Student Groups Manager or the SG Coordinator*

Moe

## Student Group Event Assessment Form

### [Required] Name

*The key organizer(s) of this event need to fill out this form.*

### [Required] Phone Number

*Valid input:*

*- must be 10-15 digits long and may include only numbers, hyphens, and spaces.*

### Email Address

*Valid input:*

*- name@myschool.edu*

### Date / Time of Event

### Venue

*Identify where the event was held*

### Revenue

*How much money was raised from this event?*

### No of Tickets Sold and Price

### Expenses

*Identify any extra expenses that were incurred and not budgeted for*

### [Required] Rate the Success of the Event

*Rate your event from 1-5*

*1 Very Successful*

*Valid input:*

*- Select only one choice.*

*- must select a value.*

- 1 Very Successful
- 2
- 3
- 4
- 5 Not Successful

### [Required] What worked well?

*Valid input:*

*- must be between 50 and 150 characters.*

**[Required] What challenges did you experience?**

*Valid input:*

*- must be between 50 and 150 characters.*

**[Required] Were there any unforeseen problems?**

*If yes, how could you prepare better in the future?*

*Valid input:*

*- must be between 50 and 100 characters.*

**[Required] Did you have enough staff and volunteers for this event?**

*Include No of volunteers and Total No of volunteer hours contributed to the event.*

*Valid input:*

*- must be between 50 and 100 characters.*

**[Required] Were safety and security measures adequate for this event?**

*If no, explain why.*

*Valid input:*

*- must be between 50 and 150 characters.*

**[Required] Did your event meet its budget?**

*If no, explain why not.*

*Valid input:*

*- must be between 50 and 100 characters.*

**[Required] Discuss how you promoted your event?**

*Valid input:*

*- must be between 50 and 150 characters.*

**[Required] Did you serve food?**

*Was the cost reasonable? Did you have enough? Did it meet your expectation?*

**[Required] Would you recommend that this event be held again by your group?**

*If yes, what changes would you recommend?  
If no, explain why not.*

*Valid input:*

*- must be between 50 and 150 characters*

**[Required] Did you get enough support from the SG Department?**

*If yes, explain.*

*If no, tell us what we could have done better to assist you.*

*Valid input:*

*- must be between 50 and 150 characters.*