

CEDAR CREST COLLEGE
Student Government Association

STUDENT ORGANIZATION EVENT EVALUATION FORM

The goal of this new form is to provide better allotments to student clubs and organizations on campus. As you know, only events held by clubs in the past can be put on a Budget Request Form. If you've done the event, we'd like to know how it went the last time you held it! This evaluation form has been created in an attempt to give the Finance Committee a better idea of how much money is actually required for each of your events and how much you initially budgeted and were allotted. It is the hope of the Student Government Association that your club or organization can also keep a copy of this form as an overall evaluation of your event to be used in the future by your club when planning similar events.

Club/Organization Name: _____

Name of Event Held: _____

Date/Location of Event: _____

Amount of Money Originally Requested or Petitioned For: _____

Amount of Money Allotted: _____

Amount of Money Actually Used for the Event: _____

Projected Attendance Before the Event: _____

Actual Attendance at the Event: _____

Overall Reflections of the Event or Advice for Future Planning: _____

Contacts Used for the Event (for future use by club): _____

Thank you for completing this evaluation form! Let us know what you think about it! Does it need any changes? (Maybe you want to leave future officers with some different information – please tell us!)

Please complete this form after your event has taken place and mail a copy of it to Student Government Campus Mailbox O.