EVENT EVALUATION FORM

This evaluation form is for student organizations that have received Event Grant funding from the Student Government Association. The evaluation should be submitted to the SGA Administrative Assistant within 10 business days of the date of the event/program. Only students may submit this form for review.

STUDENT ORGANIZATION & EVENT INFORMATION

| Name of Organization: | __________________________ |
| Submitted by: | ___________________ |
| Phone Number: ( ___ ___ ___ ) ___ ___ - ___ ___ ___ | Date Submitted: _____ / _____ / ______ |
| Name of Event: | __________________________ |
| Event Date: _____ / _____ / ______ | Time of Event: __________ to __________ AM/PM |
| Event Location: | __________________________ |
| Amount allocated by SGA: $ ________________ | Amount used by organization: $ ________________ |

EVALUATION

Please summarize the event’s activities:

How many UNC Charlotte students participated in this event? ________________

Was this event/program open to the general public? YES NO

If yes, how many people from the general public participated? ________________

Did the event/program follow the approved budget? Could you have used more resources or less? Why?

What were the best parts of the event and its planning?

What were the worst parts of the event and its planning?
Would you make any change to the event or its planning process? What would those changes be?

What, if any, changes would you recommend for the Student Organizations Event Grant process?

Was this event/program free to all UNC Charlotte students? YES NO

Was any revenue generated by the event/program? YES NO

If yes, how much? $ ___________________

The information submitted above is accurate to the best of my knowledge. I understand that my student organization could be penalized should the information above be found to be fabricated or untrue. I also understand that this Event Evaluation Form must be submitted to the SGA Administrative Assistant within 10 business days of the date of the event/program.

_______________________________________________________
Submitter’s Signature

_______ / _______ / _______
Date

Return completed evaluation form to the Student Government and Organizations Complex on the second floor of the Student Union.

*Make sure to attach copies of any and all advertising (print and electronic) associated with this event. Failing to do so may affect future funding.