

## USG Event Evaluation Form

Event Name:

Date:

Time:

Location:

Rain Location (was it used):

What was the attendance?

Event Coordinator:

### **Sponsors / Collaborators**

List all sponsors (if applicable)

Note any positives or negatives working with sponsors:

### **Advertising**

List all advertising methods and note if they worked well:

Anything you would do differently?

### **General Evaluation**

What went well at your event?

What went wrong at your event?

**OVER**

Was the room set-up properly? Was it functional for the event? Or do you suggest a different set-up in the future?

**Refreshments (If applicable)** Was there food or drinks at this event: Yes or No (circle one)

Vendor Name:

Was there enough?

How was the food?

Did it arrive on time?

**Attendee Feedback:**

**Coordinator Feedback:**

Do you have any suggestions to make this event better or run better?

**OVER**