SFAB Event Evaluation Form

This event evaluation form provides the Student Fees Advisory Board (SFAB) with specific information regarding the sponsored activity, event, or program. The evaluation serves as a tool for evaluating the success of the event and in evaluating future SFAB decisions regarding funding.

*Must be submitted to the Student Affairs Business Office within 10 business days of the event. Failure to submit an evaluation will result in consequences. See the Student Organization Policy and Procedures Manual for more information.

Please Print Legibly or Type

Event Details

Student Organization: ________________________________________________

President: ___________________________       Email: _______________________

Title of Event: _______________________________________________________

Location: _____________________________________________________________

Date: ___________________________       Time: _____________________________

Type of Event:  □ Educational   □ Multicultural   □ Social   □ Other: __________

List any/all co-sponsors for this event (departments, student organizations, etc): ______________

How many students attended? ___________       Total SFAB budget for event: $__________

Did you use any additional funds for this event other than SFAB funds?  □ Yes   □ No

If yes, please list: ______________________________________________________

Updated 8/2017
Event Feedback

1. Detail how you spent your allocated funds:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

2. What was the objective of your event?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

3. Was the objective of the event accomplished?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. How did the event align with your organization’s mission and/or purpose?
____________________________________________________________________________________
____________________________________________________________________________________

5. How could this event be improved?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

6. Based on the outcome, would you host this event again?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________