

### 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.

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*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: \_\_\_\_\_

## Event Feedback

1. Detail how you spent your allocated funds: \_\_\_\_\_

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2. What was the objective of your event? \_\_\_\_\_

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3. Was the objective of the event accomplished? \_\_\_\_\_

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4. How did the event align with your organization's mission and/or purpose? \_\_\_\_\_

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5. How could this event be improved? \_\_\_\_\_

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

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