

Club Event evaluation

Preparation

Rate 1-5 (5 being the higher quality field)

Was the planning and organizing of our event completed on schedule? 1 2 3 4 5

Was the Office of Outreach & Engagement helpful? yes no

What more can the Office of Outreach & Engagement do to help you prepare for events?

Event

Did the event start on time? yes no

Did the event flow smoothly? yes no

Please rate the following:

Registration Process	1	2	3	4	5
Confirmation materials	1	2	3	4	5
Food	1	2	3	4	5
Speaker (if applicable)	1	2	3	4	5
Program	1	2	3	4	5
Alumni Association representative (if applicable)	1	2	3	4	5
Location	1	2	3	4	5
Door prizes	1	2	3	4	5
Overall experience	1	2	3	4	5

Comments: _____

What was the event format? _____ Was the format appropriate for the club? yes no

What was the event length? _____ Was the length of the event appropriate? yes no

How many attendees were there? _____

Follow-up

What comments and suggestions were made by the guests or other club members? _____

What could have made it an even more successful event? _____

Suggestions for future events _____

We appreciate the time you spent in completing this form. Please return to the Ashley Schafer. Please also include any photos you have from your event, along with pictures.

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