

## PROGRAM EVALUATION FORM

Sponsoring Group: \_\_\_\_\_

Event Title: \_\_\_\_\_ Admission Price: \_\_\_\_\_

Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_

Attendance: Students _____	Equipment and supplies used:
Faculty _____	_____
Staff _____	_____
Other _____	_____

Was the event successful? Why or why not?

What could be done to improve the event in the future?

Additional notes or comments...

On

Supplies/Items	Cost
Total Cost	

Admission price \$ \_\_\_\_\_ x # \_\_\_\_\_ people - cost = revenue \_\_\_\_\_.