



## STUDENT ORGANIZATION & EVENT EVALUATION FORM

Southern University and A&M College  
Office of Student Organizations and Campus Involvement

*Evaluation forms must be submitted to the Coordinator for Student Organizations within 7 business days of the date of the event/program. Only students may submit this form for review.*

Name of Organization(s): \_\_\_\_\_

Name of Event: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_ Number of Members Present: \_\_\_\_\_

Approx. how many students participated in this event? \_\_\_\_\_

Was this event/program open to the general public? YES NO

If yes, approx. how many people from the general public participated? \_\_\_\_\_

Did the event/program have an approved budget to follow? Could you have used more resources or less? Why and what type?

\_\_\_\_\_  
\_\_\_\_\_

Was this event/program free to all SUBR students? YES NO

Was any revenue/donations generated by the event/program? YES NO

If yes, how much? \$ \_\_\_\_\_

Was the organization's advisor present? YES NO

Did the organization's advisor participate in the event planning process? YES NO



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Please summarize the event's activities:

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What were the best parts of the event and its planning?

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What were the worst parts of the event and its planning?

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Would you make any change to the event or its planning process? What would those changes include?

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I certify that the information submitted above is accurate to the best of my knowledge. I understand that my student organization could be penalized should the information above be found to be fabricated or untrue. I also understand that this Event Evaluation Form must be submitted to the Coordinator for Student Organizations within 7 business days of the date of the event/program.

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Submitter's Signature/Date

Please submit via campus email only to [jael\\_gordon@subr.edu](mailto:jael_gordon@subr.edu) and "CC" the organization's advisor(s) on the email. Forms will be retained for the Student Affairs Annual Report.

\*\*\*Please attach copies of all advertising (print and electronic) associated with this event. Failure to follow instructions may affect future building and date requests. Copies may be hand delivered to the Smith-Brown Memorial Union, Rm. 203.