

STUB EVENT EVALUATION

BUDGET

Event: _____

Coordinator: _____

Date of Event: _____

Total event attendance	
Total amount spent (attach copy of budget to this form)	\$
Cost per head (total spent÷total attendance)	\$. per person

PUBLICITY

Overall rating of the event's publicity and promotion:

poor _____ fair _____ good _____ excellent _____

What type of promotion was done? (**Please include any printed materials in the event file)

Poster _____ Flyer _____ Table Tent _____ Email to
staff/faculty _____

Sandwich Boards _____ Social Media _____

Other (describe):

Recommendations:

FOOD & DECOR

Overall rating of the event's food/refreshments:

poor _____ fair _____ good _____ excellent _____

What type of refreshments, if any? (Please be specific)

Recommendations:



Overall rating of the event's decorations:

poor _____ fair _____ good _____ excellent _____

What types of decorations were used? (Please be specific)

Recommendations:

SET-UP & MEDIA

Overall rating of the event's set-up: poor _____ fair _____ good _____ excellent _____

What type of set-up was done? (Please be specific)

Recommendations:

Overall rating of the event's Media Services and/or AV equipment:

poor _____ fair _____ good _____ excellent _____

What type of Audio/Visual Equipment was used? (Please be specific)

Microphone/speakers _____ Computer _____ Overhead _____ Video camera _____
TV/VCR _____ Other (describe) _____

Recommendations:

PERFORMER/SPEAKER (IF APPLICABLE)

Overall rating of the Performer:

poor _____ fair _____ good _____ excellent _____



Brief Description of type of Performer

Recommendations:

OVERALL EVALUATION

How did you evaluate this event?

Audience-Written Evaluation _____ Word of Mouth _____

Other (describe) _____

Overall rating of the audience's response to the event:

(If written evaluation done, list audience comments here)

poor _____ fair _____ good _____ excellent _____

Comments:

In what ways did this event meet the needs of the SPU community?

Were the event goals/purposes met? Explain.

Overall rating of this event:

poor _____ fair _____ good _____ excellent _____

Comments:



[Empty rectangular box]

Would you recommend doing this event again?:

Yes _____ No _____

Comments:
[Empty rectangular box]

Other suggestions or follow up events:

Event Chair Signature

STUB Coordinator Signature

STUB Advisor Signature



