

ACTIVITY/EVENT EVALUATION FORM

AEF VERSION 1.5
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EVENT OVERVIEW

EVENT NAME

EVENT DATE

EVENT ATTENDANCE

EVENT LOCATION

EVENT START/END TIME

EVENT COORDINATOR/SPONSOR

HAS THIS EVENT TAKEN PLACE BEFORE?

IS THIS AN ANNUAL EVENT?

SHOULD THIS BE AN ANNUAL EVENT?

EVENT EXPENSES

LIST EXPENSE DESCRIPTIONS

EVENT INCOME

EVENT BUDGET AMOUNT

TICKET SALE REVENUE

ANY ADDITIONAL INCOME

EVENT SUFFICIENTLY FUNDED?

IMPORTANT CONTACTS

LIST EMAIL/PHONE NUMBERS

KEY SUPPORT PEOPLE

LIST EMAIL/PHONE NUMBERS

ADDITIONAL NOTES

EVENT SUMMARY

POSITIVES OF EVENT

NEGATIVES OF EVENT

CHANGES FOR NEXT TIME

WHAT KIND OF PUBLICITY/PROMOTION WAS USED?

WAS PUBLICITY/PROMOTION EFFECTIVE? WHY?