

Sample  
**Student Organization Program Planning Evaluation**

Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Attendance: expected: \_\_\_\_\_ actual: \_\_\_\_\_

Time of Event: \_\_\_\_\_ Location: \_\_\_\_\_

*Indicate the things to keep and the things to change for your next program!*

Timeline: Realistic from the beginning with assignments clear and completed on time?

What would you have done differently regarding the timeline?

Comments: \_\_\_\_\_

\_\_\_\_\_

Checklist: What should be added/deleted for future programs? \_\_\_\_\_

\_\_\_\_\_

Facility: Was it adequate? Too large/too small? Atmosphere? Cleanliness? Staff House managers?

Comments: \_\_\_\_\_

\_\_\_\_\_

Decorations: Appropriate? Thematic? Comments: \_\_\_\_\_

Food/Refreshments: Enough? Temperature? Well presented/received?

Comments: \_\_\_\_\_

Publicity: Invitations – appropriate? timely? Flyers: readability, timely? Press Releases: timely?

Comments: \_\_\_\_\_

Budget: Appropriate? Inadequate? Comments: \_\_\_\_\_

General Recommendations:

1. Improvements/Recommendations:

- *Set the date earlier to get the better facilities in the University Student Union*
- *Have a back up person in case the Master of Ceremonies becomes ill*
- *Have a set of overheads to back up the PowerPoint slides in case the projector or computer fail.*

2. Who's Who (Contacts):

*Heidi Russell: Scheduling office – 562-444-5555*

*Roberto Clemente: Student Life and Development Office 562-444-3333*

*Anna Smith: School newspaper editor 562-444-2222*

*Maria Garcia: Maria's Catering 562-444-1111*

3. Items to remember next time: *Matches for the BBQ*

4. Things to forget (let's not do that again!): *Spent too much money on decorations and not enough on food.*

Thank you notes: *to all who volunteered and the campus administrators and staff who assisted us.*

Create program manual/binder: *Include all program information and samples for review for next year's program. Make two copies one for the next set of officers and one for the faculty advisor/department files.*

*Dividers should include: Timeline, Checklist, Budget, Publicity, and Evaluation*