

Return this completed Post Event Assessment Report to the A.S. Government Office (USU-311) within thirty calendar days of your event. Failure to do so may result in your grant account being frozen or revoked. If a section or question is not applicable to your grant, please indicate so by responding "N/A". You may complete this form on your computer, or print it out and complete it manually. If completing manually, please use blue ink and print legibly.

## I. Contact Information

Name of Organization: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Grant Account Number: \_\_\_\_\_

Amount of Grant Awarded: \$ \_\_\_\_\_

## II. Program Details

Date of Event \_\_\_\_\_

Day of Week  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Start Time \_\_\_\_\_  AM  PM End Time \_\_\_\_\_  AM  PM

Location \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Actual Attendance: \_\_\_\_\_

What type of publicity was used? (Attach copies of all printed publicity).

Posters  Flyers  Banners  Internet  Post Cards  Handbills  
 Newspaper (specify \_\_\_\_\_)  Radio (specify \_\_\_\_\_)

Was food served?  Yes  No

Was alcohol served?  Yes  No

How much time was spent planning the event? \_\_\_\_\_

Was there an Admission Charge?  Yes  No

If yes, what was the admission price? \$ \_\_\_\_\_ Student \$ \_\_\_\_\_ Non-Student

**Attach a copy of the receipt/deposit slip showing where admission proceeds were deposited**

Was this a fundraiser?  Yes  No

If yes, how will these proceeds be used? \_\_\_\_\_

### **III. Program Outcomes**

Please indicate the principle objective of the program as indicated on your Grant Application:

- To promote an awareness and understanding of the ideas, customs, arts, languages, and social contributions of specific cultures
- To aid in the retention and graduation of currently enrolled CSULB students
- To provide students with opportunities for on-campus social interaction
- To promote discussion or debate of public issues from a variety of perspectives or viewpoints
- To supplement or enhance academic preparation or development
- To promote students' health and welfare
- To promote or sponsor public service to the surrounding community
- To develop professional or career-related skills
- To promote academic performance and excellence

In what way(s) did your program meet the stated objective?

Based on your experience, what would you have done differently if you had a chance?

What would you do the same? What aspects of the program worked particularly well?

What are the organization's future plans for the program? How will it be funded?

### **IV. Event Budget**

For programs receiving \$3,000 or more in grant funding, complete and attach an Event Budget Report (Event\_Budget.xls) available from the A.S. Government Office or on-line at [www.csulb.edu/asi](http://www.csulb.edu/asi).

**APPROVED BY:**

\_\_\_\_\_  
Student Life and Development Advisor

\_\_\_\_\_  
Date