Post Event Summary Form

This is to be filled out by the Event Coordinator based off feedback from the Executive Board, Graduate Assistant, and the Advisor.

Event: ___________________________ Event Date: ___________________________

Event Time: ___________________________ Location: ___________________________

Estimated Budget: ___________________________ Actual Expense: ___________________________

Attendance: ___________________________ Weather: ___________________________

Cost Per Person: ___________________________ Was Food Served? ___________________________

Sponsors and Their Contributions:
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Event Feedback: (What went well? Improvements? Other thoughts?) ___________________________

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