

# BIRMINGHAM-SOUTHERN COLLEGE STUDENT AFFAIRS PROGRAM/EVENT FORM

Event:

Date:

Time

Location:

Name of event:

Sponsored by:

Person in Charge:

Give a brief description of the event:

Was the facility:      Too large      Too small      Just right?

Number attending::              Student      Faculty      Staff      Other

If attendance was low, what do you attribute to low participation?

Was this an annual event?

Was CEIS Credit requested?

Was it approved?      (Please attach the completed request form)

Was there a vendor that you preferred? (please list)

Did you have a good experience working with the vendor and would you use them again?

## FINANCIAL REPORT

Total cost of event:

Attach a line item budget including detailed information. Each budget will need to be itemized according to the event. Some of the examples of information that should be included: contracted entertainment price, facility, security, technical, food, publicity, supplies, miscellaneous.

Was there a charge for this event:    Yes                    No

Was funding adequate?

Student Fee                    General Public

Revenue :                    ( including ticket sales, food sales, t-shirt sales, etc.)

Cost per student:                    Cost per person:

(Example: if the total cost of the event was \$1,000 and you had 100 people in attendance your total cost per person would be \$10.00)

## PROMOTION

Who was responsible for the promotion of this event?

List all promotion used:

What forms of promotion were most effective?

Please attach one copy of each type of promotion used including posters, table tents, flyers, and programs.

## OVERALL EVALUTION

How do you feel the program was overall?

Excellent      Good                    Fair                    Poor

Explain why:

Would you suggest this program be repeated? Yes                      No

Why?

What improvements could you suggest for this event for the future?

PARTICIPANTS

Please list all of the committee members that worked the event (including you):

An evaluation must be sent within two weeks upon completion of the event to Gwen Dill, in the Office of Student Affairs.