

## SAMU Club Post-Event Summary Form

*This form is typically to be used for large, complex, or higher risk level events and activities. If the completion of this form is requested from the Clubs Department, it is mandatory to complete and submit within **two weeks after the event**. If you wish to complete it as a means of assessing your events even when it is not required by the Clubs Department, feel free to use it to guide your evaluation of success for the event and note areas for future improvement.*

### Contact Information

**Club Name**

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**Name of Organizer**

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**Email Address**

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**Phone Number**

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**Date Form Submitted** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(day-month-year)

### Event Details

**Date of Event** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(day-month-year)

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

**Location of Event** \_\_\_\_\_

**How many tickets were sold and at what price?** \_\_\_\_\_ **NA**

**How much total revenue was raised?** \_\_\_\_\_ **NA**

**Did the event stay within its budget? Yes / No**

*If no, explain and indicate how the club is managing the expenses over budget.*

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**Rate the success of the event.** Consider the evaluation criteria indicated in the event's approval form.

Very Successful

Moderately Successful

Not Successful

**What worked well? What could be improved?**

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**How did you promote the event?**

Posters

Social Media

Website

Word of Mouth

Advertisement in *the griff*

Table Booking

Other \_\_\_\_\_

**Did you have enough people contributing to plan and run the event?** Yes / No NA

**Did you have enough security?** Yes / No NA

**Did you have any issues with alcohol service?** Yes / No NA

**Did you have enough food?** Yes / No NA

**Were food costs reasonable?** Yes / No NA

**Did the food meet your expectations of quality?** Yes / No NA

**Did you receive support from the Clubs Department?** Yes / No

**Would you hold this event again? Explain.** Yes / No

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**Describe any problems you encountered and how they were resolved.**

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**Do you have any other thoughts or observations to add?**

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