

Office of Student Clubs and Organizations

Event Follow-Up Form

Please submit via email to [clubs@unco.edu](mailto:clubs@unco.edu)

Name of Club or Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event Held:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date the event was held: \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

Number of people in attendance: \_\_\_\_\_\_\_\_\_\_

1. **What were the main 3 objectives of this program and does your club feel that the three objectives were met?**
2. **What aspects of your event were successful?**
3. **What aspects of your event could be improved upon?**
4. **What steps will your organization take to ensure more successful events in the future?**

Amount of Student Fees Allocated for the event: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount of Student Fees used $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*This MUST be accurate information. Please review the receipts from the event.**

\*\*Student Fee money only

|  |  |  |  |
| --- | --- | --- | --- |
| Program Expenses | Description of Expense | Expense/Cost of item | Total |
| Speaker Honorarium |  |  | $0.00 |
| Room/Space Rental |  |  | $0.00 |
| Tech Services |  |  | $0.00 |
| Food/Catering for event |  |  | $0.00 |
| Other Expenses |  |  | $0.00 |
| Other Expenses |  |  | $0.00 |
| Other Expenses |  |  | $0.00 |
| Total Programming |  |  | **$0.00** |
|  |  |  |  |
|  |  |  |  |
| Advertising | Description | Expense/Cost of item | Total |
| Connection/Mirror Ad |  |  | $0.00 |
| Posters/Flyers |  |  | $0.00 |
| Poster Run Fees |  |  | $0.00 |
| Ticketing/I-Box Set up Fees |  |  | $0.00 |
| Informational Brochure |  |  | $0.00 |
| Other Marketing Expense |  |  | $0.00 |
| Other Marketing Expense |  |  | $0.00 |
| Total Advertising |  |  | **$0.00** |

|  |
| --- |
| Complete Total |
| $0.00 |