

Undergraduate Student Government
Arizona State University – West
Assessment and Evaluation Form



Received by the USG West Office – Time: _____ Date: _____ Initials: _____

Student Organization: _____

Name of Event: _____

Date of Event: _____

Event Contact: _____

Contact's ASU E-mail Address: _____

Contact's Phone Number: _____

Amount Received for Event: _____

Amount Spent for Event: _____

Event Description and Purpose: _____

Number of people expected? _____

Number of people in actual attendance? _____

(Mandatory card swipes and handing out wristbands during event to keep accurate count)

Did you do card swipes? _____

Did you hand out wristbands? _____

Did you list your event on Sun Devils Count? _____

If no, why? _____

What was your marketing strategy? (How, what, where did you advertise?)

Did you order food for the event? If so, was it all consumed?

What worked well for your event?

What didn't work well for your event?

What would you change or improve upon for a future event?

This form along with the Senate Report Card is due to the USG West Office **two weeks** after your event. Thank you in advance!