

University Theme Committee
EVENT EVALUATION

Sponsoring Organization/Department: _____

Lecturer: _____ Date: _____ Time: _____

Location: _____ Estimated Attendance: _____

Topic: _____

Targeted audience: _____

How was the event promoted (please attach a copy of each promotional advertisement):

_____ University press release	_____ Courier ads
_____ Flyers	_____ Posters
_____ Public news releases	_____ Radio ads
_____ Other (Please specify:)	_____

Success factors of the event (what worked well):

Suggested improvements (what didn't work so well):

Please return the completed evaluation and any additional materials (promotional, reviews, articles, etc.) to the attention of the University Theme Committee in the Provost's Office within 10 working days following the event.

Please contact the Provost's Office with any questions at 298-1066.