

**Post-event Evaluation Form**

Please submit this form to Sandy Jones, Director of Community & Local Government Relations (sandy@uci.edu) upon completion of the event or project.

Organization Name:Click here to enter text.

Event/Project Name:Click here to enter text.

Event/Project Date:Click here to enter a date.

Event Time:Click here to enter text.

Event Location:Click here to enter text.

Contact Name: First:Click here to enter text. Last:Click here to enter text.

Contact E-mail:Click here to enter text.

Contact Phone:Click here to enter text.

Estimated UCI Attendance:Click here to enter text.

Estimated Non-UCI Attendance:Click here to enter text.

Please outline all advertising or marketing methods you used to promote this event, as well as how the Fifty for 50 sponsorship was acknowledged.Click here to enter text.

Did you list the event on Get Connected? [ ] YES [ ] NO

Have you submitted all of your receipts to ASUCI Club Accounting? [ ] YES [ ] NO

Did you collect [UCI waivers](http://www.ucop.edu/risk-services/_files/waiver-voluntary.pdf) from participants for this event? [ ] YES [ ] NO

Please describe the accomplishments of the event, particularly with regard to your event goals. Click here to enter text.

What were your anticipated learning outcomes for this event, and how and to what extent were these achieved?Click here to enter text.

Please provide any testimonials or stories you collected during or after the event.Click here to enter text.

Was your event covered by any news outlets, including UCI-based communications? If so, please provide digital links here.Click here to enter text.

**Post-event Documentation Submission\***

*Examples may budgets, photos, advertisements, press releases, media advisories, attendance records, event evaluations, learning outcome summaries, etc.*

\*At least one photo is required.

This form and accompanying materials may be e-mailed to Sandy Jones at sandy@uci.edu.

Thank you for your submission. Please don’t forget that all receipts must be submitted to the ASUCI Club Accounts office within 30 days of the event.