

Council of Clubs--Post Event Assessment

Club/Organization Name(s): _____
Event Name & Description: _____
Ex. I-Fest—an international film festival

Date(s) and Time(s) of Event: _____
Location: _____
Cost of Pre-Sale Tickets: _____
Cost of @ the door tickets: _____

Please detail the nature of entertainment at this event and the cost thereof.
Ex. Leo J. Polk Jazz Band, 7pm-9pm, \$1500

Total food cost: _____
Ex. Pizza, brownies and sodas and bottled water for 60 people, \$150.32

Profits from ticket sales: Presale: _____ @ door: _____

In what ways was this event successful?
Ex. Attendance was higher than we anticipated. OR We overshot the food estimate.

In what ways can this event be improved?
Ex. Event should be in larger location (i.e. Scanlan instead of Old Bookstore).
