|  |  |
| --- | --- |
| Event: |  |
| Chair: |  |
| Chair Phone # & e-mail |  |
| FRST Contact |  |
| Day and Date of Event |  |
| Type of Event |  |
| First time? Annual Event Other |  |

**Staffing for the Event**

# of volunteers working on event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate of hours **you** spent on the event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimate of the # of hours the volunteers spent on the event (not including you)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the effort worth the outcome? Why?

For a fun event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For a fundraising effort \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding**

Did you have a UUSS budget for this event? Yes No How much? \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Ticket Price per individual |  |
| # of Tickets Sold |  |
| Gross income |  |
| Expenses |  |
| Net Income |  |

Do all the proceeds go to UUSS? If not, what is the split and why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(continued)

Please Answer the following questions based on the scale

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| There was sufficient volunteer staffing? |  |  |  |  |  |
| The UUSS staff was supportive and helpful |  |  |  |  |  |
| Publicity internal to UUSS was good |  |  |  |  |  |
| If applicable, publicity external to UUSS was good |  |  |  |  |  |

Were there any external factors over which you had little or no control (such as weather) that impacted your success?

What three things well particularly well for this event?

1

2

3

If we did this event again, what 3 things should be adjusted or eliminated?

1

2

3

Would you be willing to work on this event in the future?

Please recommend others who would be good to work on the event in the future

Thank you!