

# PROGRAM EVALUATION FORM

## FUNDING REQUEST FOLLOW-UP

OFFICE USE ONLY

File Reference # \_\_\_\_\_

**NOTE:** This form **MUST** be submitted to the Office of the Dean of Students within 2 weeks of the event/program date. Failure to do so may jeopardize good standing, access to funding, and future funding.

Organization: \_\_\_\_\_

Program/Event Chair: \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_

Program/Event Name: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone/Pager: \_\_\_\_\_

Date(s): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Location: \_\_\_\_\_

Program Advisor: \_\_\_\_\_

### FINAL BUDGET INFORMATION

FUNDING SOURCE	AMOUNT REQUESTED	AMOUNT ALLOCATED	ACTUALLY SPENT	BALANCE	Total Program Budget:
AGS					\$ _____
ASUCI External Budget					<b>Organization's Contribution:</b>
ASUCI Special Projects					
Community Service Funding Board					
Dean's Fund					\$ _____
Multicultural Programs Committee					<b>Net Gain/Loss:</b>
Other Funding Source(s): _____					
					\$ _____

### GENERAL PROGRAM INFORMATION

Publicity/PR Chair(s): \_\_\_\_\_

Total Number of People in Attendance: \_\_\_\_\_

Publicity Methods Used (check all that apply):

- e-mail
- hand-made posters/banners
- flyers
- professionally printed posters
- invitations
- professionally printed cards
- advertisements \_\_\_\_\_
- radio station(s) \_\_\_\_\_
- website \_\_\_\_\_
- other (specify) \_\_\_\_\_

General Audience/Participant Description by Percentage (totals do not necessarily add up to 100%):

club members \_\_\_\_\_% UCI students \_\_\_\_\_%  
 general public \_\_\_\_\_% UCI faculty/staff \_\_\_\_\_%  
 other (specify) \_\_\_\_\_%

What was the primary goal/purpose of your event?

\_\_\_\_\_

Was the goal achieved? Please explain. \_\_\_\_\_

\_\_\_\_\_

Distribution/Circulation (check all that apply):

- members only
- UCI campus community
- other campuses \_\_\_\_\_
- general public \_\_\_\_\_
- other (specify) \_\_\_\_\_

Does your organization plan to conduct a similar event next year? If so, when?

\_\_\_\_\_

Did the performer/speaker also advertise your event?

- YES
- NO

What changes would you recommend to those planning this event next year? (Attach sheet or use back of form.)