Network
Post-Event or Activity
Summary

This will help evaluate each event and assist in planning future activities. Complete and return to the Office of Alumni Engagement.

Network: ____________________________
Event: ____________________________
Date: ____________________________
Location: ____________________________
Event Coordinator(s): ____________________________________________________________

Please provide a brief description for each of the following:

Overview and goal of the event:
____________________________________________________________
____________________________________________________________

Attendance:

Please attach a list of alumni attendees (include names and email addresses when possible)

How did you promote the event?

____________________________________________________________

Overall comments regarding the event, including strengths and weaknesses:

____________________________________________________________
Upload Photo (optional): If possible, please include names of individuals in the photo