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: (NUMBER)

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