



Office of University Events Event Evaluation Form

Instructions: Please complete the form in its entirety. Email the completed form to events@nsu.edu. If you have any questions regarding this form, please contact Cassandra R. Krah, Assistant Director for University Events by phone, (757) 823-2987 or via email, crkrah@nsu.edu.

Event Name: _____

Point of contact for your event: _____

Was your program/event goal met? Please explain. _____

How was your program/event advertised? _____

If your event was by invitation only, did you get the anticipated number of guests? Why or why not?

Would you recommend hosting this event again? _____

Was the event an overall success? Why or why not? _____

Do you have proposed budget changes for next time? Please describe: _____

Please provide any additional comments or suggestions for the University Events Staff.

Please provide suggestions of ways our office can better assist you in achieving your goals in the future, if any.
