

**Event Summary Form**

**Student Organization Name:**

**Individual Submitting Report:**

**Student or Club Email:**

**Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Participants: \_\_\_\_\_\_\_\_**

1. **Description of the event:**

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1. **What was the goal of your event?**

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1. **Did you work with another organization(s) or departments? If so, who and what was their role?**

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1. **When did you start planning the event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Did you achieve the goals of your event?**

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1. **Were there any complications in planning/executing the event?**

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1. **Would you recommend that your group repeats this activity? If so, what advice would you give to next year’s group to improve the event?**

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