

# COMMUTER EVENT PROPOSAL

## EVENT PROPOSAL

Please fill out the following table with the information for the proposed event (fill in concisely and completely). Submit proposal to advisor, Kristen Voetmann, at least *two weeks in advance* of the event (the sooner the better).

<b>Event Name</b>	
<b>Date</b>	
<b>Time</b>	
<b>Location</b>	
<b>Description</b>	
<b>Budget Request</b>	\$
<b>Publicity Plan</b>	
<b>Event Goal / Purpose</b>	
<b>Commuter Staff Lead</b>	

After approval, proceed with the event and then fill out the next page and upload the following information to the OneDrive account for future reference:

- A copy of the event proposal
- A copy of the budget and/or vendor contracts
- Event evaluation form
- Event poster (if applicable)
- Event photos (if applicable)
- Anything else you think would be helpful for the future!

# COMMUTER EVENT EVALUATION

## EVENT EVALUATION

Please fill out the following table with the information that actually occurred, and upload a copy of this document as well as any other pertinent documents to the OneDrive folder.

Event Name	
Date	
Time	
Location	
Description	
Budget (actual)	\$
Publicity (actual)	
Event Goal / Purpose	
Attendance	#
Commuter Staff Lead	

## BUDGET

<i>Total event attendance</i>		
Budget Items		\$
Budget Items		\$
Budget Items		\$
<b>Total amount spent</b>		<b>\$</b>

Overall rating of the event's budget use (highlight options below):

Poor      Fair      Good      Excellent

Recommendations:

## PUBLICITY

Overall rating of the event's publicity and promotion (highlight options below):

Poor      Fair      Good      Excellent

What type of promotion was done (highlight options below)?

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Poster  
Sandwich Boards  
ASSP

Flyer  
Email to staff/faculty  
Other (describe):

Social Media  
Loopy

Table Tent  
Commuter Calendar

(\*\*Please include any printed materials in the event file)

**Recommendations:**

## FOOD (IF APPLICABLE)

**Overall rating of the event's food/refreshments** (highlight options below):

Poor Fair Good Excellent

**What type of refreshments, if any? (Please be specific)**

**Recommendations:**

## SET-UP AND TEAR-DOWN

**What type of set-up was done? (Please be specific)**

**Overall rating of the event's set-up** (highlight options below):

Poor Fair Good Excellent

**Recommendations:**

**Overall rating of the event's tear-down** (highlight options below):

Poor Fair Good Excellent

**Recommendations:**

## PERFORMER/SPEAKER/PROGRAM (IF APPLICABLE)

**Brief Description of type of Performer/Speaker/Program:**

**Overall rating of the Performer** (highlight options below):

Poor Fair Good Excellent

**Recommendations:**

## OVERALL EVALUATION

**What method did you use to evaluate this event** (highlight options below)?

Word of Mouth Survey Other (describe):

**Overall rating of the event** (highlight options below):

Poor Fair Good Excellent

# COMMUTER EVENT EVALUATION

Comments:

In what ways did this event meet the needs of commuter students at SPU?

Were the event goals/purposes met? Explain.

Overall rating of this event (highlight options below):

Poor          Fair          Good          Excellent

Comments:

Would you recommend doing this event again (highlight options below):

Yes          No

Comments:

Other suggestions or follow up events: