

Carleton Clubs Event Evaluation

This form helps the Office of Alumni Relations keep track of past events and plan successful future events. Thank you for taking the time to fill it out and for your work on the event! After completing this form, please attach attendance information and mail to:

*Carleton Office of Alumni Relations
One North College Street
Northfield MN 55057*

You can also complete this form online at http://apps.carleton.edu/alumni/clubs/ClubResources/event_record/.

Title of Event:

Event Location:

Event Organizer:

Date of Event:

Event Attendance

Number of Alumni:	
Number of Parents:	
Number of Guests/Friends:	
Number of Current Students:	
Number of Prospective Students:	
Total Number of Attendees:	

Please attach event attendance list. We use these activity records to monitor alumni activity over time and identify potential new volunteers.

Evaluation of Event

Brief Summary of Event:

Was the event a success? What were its virtues or faults?

Would you recommend that the Carleton Club do this event again in the future?

Event Planning

How much work was the preparation for the event?

Who were the important contact people, if any (names and phone numbers)?

What advice would you have for people organizing this event again in the future?