**Post-Event Evaluation Report**

# Within 30 days after completion of event, email this form to:Kathy Horton, 2018-2019 MAC Director of Student Relations

kathy.horton@yahoo.com

|  |  |
| --- | --- |
| College/University: |  |
| Student or Chapter Name: |  |

|  |
| --- |
| Please list the event outcomes (what was gained/learned from the event?): |

|  |  |
| --- | --- |
| Actual Attendance: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Major Line Items | Budget | Actual | Variance |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| Total |  |  |  |

|  |
| --- |
| Comments: |

 Please include/attach two digital photos from the event along with any press release or promotional materials publicizing the event.