

WASHBURN STUDENT GOVERNMENT ASSOCIATION

EVENT DEBRIEF SHEET

Student Organization:

Your Name:

Your Position:

Event Name:

Event Description:

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Questions	Expected	Actual
How many people came?		
How much money was needed for this event?		
How much did the event cost per person? (Divide total cost by number of attendees.)		
What goods were given out? (Ex. Food, Shirts, Drinks...)		
How long was the event?		
Where was this event hosted?		
How did the project benefit the University?		
If you were fundraising please tell us why and what for. If not leave blank.		
How does this event benefit your student organization?		
What aspects of this event would you change in order to have a better event? (Market more, spend money more wisely, ask for more money, work with other student orgs, etc)		

Advisor Signature

Your signature