

## Program Proposal & Evaluation

\*Fill out this section **prior** to your program

Submitted By: \_\_\_\_\_ Building: \_\_\_\_\_

Title: \_\_\_\_\_ Date & time of program: \_\_\_\_\_

Program Type: Hall \_\_\_\_\_ Floor \_\_\_\_\_ Building \_\_\_\_\_ Area \_\_\_\_\_ Campus-Wide \_\_\_\_\_

Location: \_\_\_\_\_ Have you reserved the location? \_\_\_\_\_

Describe this program in detail.

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How will you publicize this program?

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\*Fill out this section **after** you have completed your program

Was this program successful? Why or why not?

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Would you repeat this program? How could it be improved? What challenges did you face?

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Who was your partner for this program? \_\_\_\_\_

Did they do their part? \_\_\_\_\_

Total Cost of Program? \_\_\_\_\_ Attendance: \_\_\_\_\_

Donations (if any, include vendor, contact name, and phone #):

Faculty/Staff Involvement: Name \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

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Completed Program:

Student Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

RHD Signature \_\_\_\_\_ Date \_\_\_\_\_

