

**Campus Activities and Student Leadership  
William Paterson University  
Post-Event Report**

Organization Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Event Information**

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Day of the Week: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Co-Sponsor(s): \_\_\_\_\_

Do you feel that there was equal collaboration and involvement?    \_\_\_Y\_\_\_    \_\_\_N\_\_\_

How did you advertise (Circle all that apply)?

Table Tents    Flyers    Email    Facebook    Word of Mouth

Other \_\_\_\_\_

When did you advertise (Circle all that apply)?

1 week before    2 weeks before    1 month before    Other \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

Did You Sell Tickets? \_\_\_\_\_ Student Ticket Price: \_\_\_\_\_ Guest Ticket Price: \_\_\_\_\_

Revenue generated from the event (Please list the amount generated the event):

\_\_\_\_\_

Would you change anything about this event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any unexpected outcomes during the event?

\_\_\_\_\_  
\_\_\_\_\_

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