Today’s Date ___________________________________________

Event Information:
Name of Event ___________________________________________
Date of Event ___________________________________________
Time/Location Event ___________________________________________
Student Group ___________________________________________
Total cost of event: $_____________ To SAIL: $_______ To Group: $_______
Total Attendance of event: ______________

Types of assistance requested of SAIL Programs:

- Campus Reservations (Room/Outdoor Space, Banner, Equipment, Work Orders)
- Contracting (Contracts, Lodging, Check Requests)
- Catering (Ordering, Confirmation, Pick-up, Clean up)
- Publicity (Design, Printing, Distribution/Submission)
- Purchasing Advice (Decorations/Prizes/Giveaways, Reimbursements)
- Man Power (On-site help on day of event)

Additional SAIL services required as events took place:

Assessment:
Did the program reach its intended audience?

Was the program “successful?” Why/why not?

Suggested improvements to event:

Suggested improvements to co-sponsorship relationship:

Did the group representative and group members abide by all rules and agreements made in the contract and during negotiations?  YES  NO

Group Representative’s Signature: ___________________________________________

SAIL Programming Staff Signature: ___________________________________________