

1. **Overview of the initiative - How did your event go?**

* Did your event turn out as expected? Y / N

Please explain what you think went right or wrong.

* Was the attendance as expected? Y / N

How many people attended your event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Did the event happen at the date and time proposed? Y / N

If no, please explain why it was changed and when it was changed to.

1. **Key objectives / outcomes**

* Were the key objectives / outcomes met? Y / N

Please explain how your objectives were/were not met.

1. **Budget\***
   * Was your expenditure as expected? Y / N

If no, please explain whether it was over or under and why.

*\*(Please provide a copy of receipts attached to this form)*

1. **Benefit to the VU community**

* Did your event result in a positive effect on the wider VU community? Y / N

Please describe how your event affected the wider VU community.

1. **Promotion**
   * What were your promotional activities and were they effective?

1. **Evaluation**
   * Do you believe your project was a success? Y / N

Please explain what went right, what the challenges were, and how you dealt with them.

* + Did you achieve or exceed your objective(s)?Y / N

Please explain how you did or didn’t achieve your objectives.

1. **Reporting**
   * Are there any students you will be reporting to? If so, how? Y / N