



# Program Evaluation Form

Please complete this form within two days after the program.

For effective program planning it is important that you answer all information fields as completely as possible and return to Jamie Lynn Cochran, Programs Coordinator at the Associated Students Business Office, Lower Level, Aztec Center or by email to [Jamie.Cochran@sdsu.edu](mailto:Jamie.Cochran@sdsu.edu)

Name of person completing this form: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Program Name: \_\_\_\_\_ Program Date: \_\_\_\_\_

What day(s) of the week was the program:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Program Location: \_\_\_\_\_

Program Budget: \$ \_\_\_\_\_ Targeted Attendance: \_\_\_\_\_ Actual Attendance: \_\_\_\_\_

Divide the program budget by the Actual Attendance to determine the price per person: \_\_\_\_\_

What were the goals or intended learning outcomes of this program? \_\_\_\_\_

Do you feel these goals were accomplished?  Yes  No

Were there other events/programs on campus during, or overlapping this program?  Yes  No If yes, what were they? \_\_\_\_\_

Was this program a late night or weekend program; or during finals week, winter break, spring break or any holidays?  Yes  No  
If yes, please list the circumstances and why this date was chosen?

Was the amount of money spent versus the attendance worth the time and effort?  Yes  No Please explain why. \_\_\_\_\_

# CASE Program Evaluation Form

What aspects of this program worked well? \_\_\_\_\_

How did you market this program? \_\_\_\_\_

Do you think the marketing efforts were successful?  Yes  No

Is there anything you would have done differently to improve the success of this program? \_\_\_\_\_

Did the audience participate throughout the entire program?  Yes  No If no, was there a specific time frame in which the majority of the students participated but left before the program ended? Please explain. \_\_\_\_\_

Were participants offered any incentives to stay throughout the entire program?  Yes  No Please explain. \_\_\_\_\_

Would you recommend a similar program in the future?  Yes  No

Any additional comments or suggestions? \_\_\_\_\_