

Name Of Event:
Name of Officer:

RSO Name:

Event Closing Report

RSO Member Name & Position filling out report:

Event Information

Event Date(s): _____ Location (include rain-location): _____

Projected Time of event: _____ Actual length of event: _____

RSO Members Involved & Responsibilities:

- Officer Title:
- Duties Assigned:

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- Duties Assigned:

Individual Name:

Suggested changes to officers/members assigned duties (*Think about ways the workload could be better distributed? Did all members of the team feel supported? Did anyone feel overwhelmed?*)

Overview/Description of Event/Program:

Event description provided on promotional materials:

Preparation (what did you do before event/program) *Please provide timeline of all activities leading up to event. Include below any communication given to participants, registrants, and sponsors (remember to include timeline of communication i.e. invitation and reminder emails)*

Volunteers or Staff needed for Event/Program *(be specific):*

Provide RSO board and member assignment areas and number of volunteers/staff needed. Please include timeline and suggestions for improvement.,

Publications/Marketing *(How did you promote the event/program. Please include timeline, social media strategy and suggestions for improvement):*

Activities Included *(what happens at the event/provide agenda for day of program):*

Suggested changes to the program*(consider the flow of the event and what you think should change):*

Event Attendance:

Special Invitations to event (*list all individual invitations to event, may include but not limited to: Chancellor, Vice-Chancellors, Deans, Professors, Staff, Community partners*):

Overall Recommendations & Suggestions:

List of Sponsors (*if sponsors supported financially, please list the contact information, amount and what sponsor received in return*):