

STUDENT BAR ASSOCIATION
ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

EVENT SUCCESS FORM

SECTION I – ORGANIZATIONAL

1. ORGANIZATION NAME: _____

2. PROGRAM/ACTIVITY TITLE: _____

3. DATE: _____ TIME: _____ LOCATION: _____

4. TYPE OF PROGRAM: _____

5. WHO WAS THIS PROGRAM GEARED TO? (I.E. ALL LAW STUDENTS, CAMPUS COMMUNITY,
OFF CAMPUS COMMUNITY, ETC.): _____

SECTION II- ADVISORY

1. DESCRIBE THE PROGRAM. _____

2. WHAT WERE YOUR OVERALL GOALS FOR THE EVENT? (PLEASE ELABORATE) _____

3. WOULD YOU CONSIDER THE EVENT A SUCCESS? (PLEASE ELABORATE) _____

SECTION III- COST EFFECTIVENESS

1. APPROXIMATE NUMBER WHO WORKED ON THE PROGRAM_____

2. APPROXIMATE NUMBER WHO ATTENDED THE PROGRAM_____

3. HOW WOULD YOU RATE THE ATTENDANCE? (CIRCLE ONE)

VERY GOOD GOOD FAIR POOR

4. HOW WAS THE PROGRAM/ACTIVITY ADVERTISED? (I.E. POSTERS, FACEBOOK, EMAIL, WEEKLY ANNOUNCEMENTS, ETC.):

5. MONEY REQUESTED FOR THE EVENT _____

5A. MONEY USED FOR THE EVENT_____

NAME_____ SIGNATURE_____

ORGANIZATION PRESIDENT/TREASURER

DATE SUBMITTED: _____

****THIS FORM MUST BE TURNED IN WITH YOUR REIMBURSEMENT FORM IN ORDER FOR THE REIMBURSEMENT TO BE PROCESSED. IN THE EVENT OF A PRE-RECIPT, THE FORM MUST BE TURNED IN NO LATER THAN 5 DAYS FROM WHEN THE EVENT TAKES PLACE.****

*****FAILURE TO TURN IN THIS FORM WITH REIMBURSEMENT REQUEST WILL RESULT IN NON-REIMBURSEMENT.*****