

- e) If applicable, explain the difference between actual and projected attendance.

- f) Describe any additional activities other than the main program (teasers, serving special refreshments, etc).

- g) Evaluate the student development involved in the program. How much responsibility did students have in this program? Were there any noticeable improvements in the abilities of the students involved?

- h) Evaluate the operations of the program (overall “flow” of the program).

- i) Were the original goals of your group and the program met? Was the program successful? Why or why not?

- j) Describe the overall marketing and publicity strategy. Who were the targeted groups? How well were the marketing goals met? What were the most/least effective forms of publicity?

- k) Describe any unanticipated problems and how they were handled.

- l) What changes should be made for programs of this type in the future? (Advice for other people wanting to plan this type of program).

- m) List any contacts or resources you used in conjunction with the production of this even that might be helpful for future reference (name, address, phone number, e-mail, etc).

Signature

Date