

# Programming, Publications, Activities or Collaboration (PPAC) Evaluation Form

Organization: \_\_\_\_\_

Title of PPAC: \_\_\_\_\_

Date (indicate if wkly event): \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Reason (can check more than one): Social      Cultural      Educational      Promotional  
Community Service      General Interest Meeting

On what day did you start planning: \_\_\_\_\_

Number of organization members involved in planning: \_\_\_\_\_

**For the following 4 questions please provide a minimum of 3 sentences. It is important to keep in mind that this information is for transitioning next year's executive board.**

1. What was successful about the PPAC?

2. What problems did you encounter?

3. What last minute adjustments had to be made?

4. Will you be doing this again?      Yes      No

Why or why not?

## DETAILS: Please fill in all applicable bullets

- Attendance: Goal \_\_\_\_\_ Actual total \_\_\_\_\_ # of students \_\_\_\_\_ # of Faculty/staff/community \_\_\_\_\_
- For a Ticketed Event: How many Tickets (tkts) were available for this event? \_\_\_\_\_
  - i. # tkts Sold @ Common Market/Online: \_\_\_\_\_ Price Break Down: # of UR Student tkts \_\_\_\_\_ @ \$ \_\_\_\_\_,  
# of UR Community tkts \_\_\_\_\_ @ \$ \_\_\_\_\_, # of General Public tkts \_\_\_\_\_ @ \$ \_\_\_\_\_.
  - ii. # tkts Sold Pre-Printed (@door or before event): \_\_\_\_\_ Price Break Down: # of UR Student tkts \_\_\_\_\_ @ \$ \_\_\_\_\_,  
# of UR Community tkts \_\_\_\_\_ @ \$ \_\_\_\_\_, # of General Public tkts \_\_\_\_\_ @ \$ \_\_\_\_\_.
  - iii. # of Complimentary tkts: \_\_\_\_\_ **\*Total # of Sold Tkts:** \_\_\_\_\_ # of Unsold tkts: \_\_\_\_\_
- \* This is the # of tkt stubs you collected at event. Tkt stubs must be kept for 7 years for tax reasons.
- For Publications (not promotional fliers) : How many printed \_\_\_\_\_ How many sold/delivered \_\_\_\_\_
- **Food served:** YES **Alcohol served:** YES **Catered by:** \_\_\_\_\_
- Names of Co-sponsors (departments, Student Orgs, etc) \_\_\_\_\_
- Amount budgeted for PPAC: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_
- Funding sources/co-sponsorship for event: \$ \_\_\_\_\_ Name: \_\_\_\_\_  
\$ \_\_\_\_\_ Name: \_\_\_\_\_  
\$ \_\_\_\_\_ Name: \_\_\_\_\_

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Signature of Member \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Advisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_