

**The Programming Board  
Dartmouth – Hanover – New Hampshire**

**Event Review Form**

It is the responsibility of the organization receiving funds to submit an Event Review form by 12noon the Friday following your event. It is your organization's responsibility to submit an Event Review to each funding organization you received financial support from.

This Review must be completed and returned to the Programming Board (PB) either via blitz or dropped off at the Student Activities Office (303 Collis) by 12noon the Friday following your event.

Failure to return the Event Review by the stated deadline will result in a 10% retraction of the amount your organization was funded.

The Event review is required as a means of mutual accountability between the funding organization and the organization holding the event.

Sponsoring Group or Organization:

Activity/Event Title:

Date(s) and Time(s):

Location:

Co-Sponsor(s):

Your Group's Monetary Contribution:

Programming Board (PB) Funding Received:

Expected Attendance:

Approximate Actual Attendance:

Active Members:

Dartmouth Undergraduate Students:

Community Members (anyone who is not a Dartmouth undergraduate):

Was there anything that did not go as planned?

Do you plan on having this event again in the future? What would you change to improve this event?