



2017-2018 CONFERENCE/ACADEMIC EVENT GRANT EVALUATION FORM

Organizer/Group Name: _____

Date of Conference/Academic Event: _____ Grant Amount Received: \$_____

Conference/Academic Event Name:

Number of People Who Attended: _____

Attendance Breakdown: Students _____ Faculty _____ Other _____

Describe Your Project

Was your conference/academic event successful? Why or why not? Include factors such as location, time of year, type of activity, funding, publicity, participation, invited guests/speakers, etc.

Would you recommend for your group to organize this conference/academic event again?
How can this project be improved?

Additional Information and Comments:

Please photocopy this form once completed and keep it in your course union's files to help future executive members plan events. Return this form to the GSU Membership & Advocacy Coordinator at 16 Bancroft Avenue immediately after your event is completed or scan & email to membership@utgsu.ca. This completed form must be on file at the GSU in order for your group/course union to be eligible to receive another grant next year.

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Final Project Budget – please attach a sheet if you need additional space.

Revenue	
GSU Special Grant	\$
Registration Fees (if any)	\$
Other Funding:	
Department	\$
SGS	\$
Donations	\$
Other (please list or attach)	\$
Total Revenue:	\$
Expenditures	
Food	\$
Drinks	\$
Publicity: posters, advertising, etc.	\$
Room Rental Fee	\$
Printing: paper/tickets, etc.	\$
Supplies	\$
Accommodation	\$
Transportation	\$
Other (please list or attach)	\$
Total Expenditures:	\$
Balance (Total Revenue – Total Expenditures):	\$