

**POST EVENT REPORT FOR SPEAKERS & SPECIAL EVENTS
COMMITTEE FUNDING**

The University of Tennessee at Chattanooga

Submit one copy of this form electronically to the Chair of the Speaker and Special Events Committee and the Administrative Aide in the Student Development Office (Linda-Gehron@utc.edu). You also must submit a hard copy of the transfer voucher to Administrative Aide in the Student Development Office to receive the funds. This report and the transfer voucher must be completed within ONE WEEK of the funded activity. *FAILURE TO COMPLETE THIS REPORT WILL MAKE THE APPLICANT INELIGIBLE TO RECEIVE ADDITIONAL FUNDING UNTIL ALL REPORTS ARE FILED.*

Name		Date	
E-Mail		Phone	
Department		Dept. Mail Code	
Funds Awarded from Speakers and Special Events for Event		Funds Expended from Speakers and Special Events Award	

Title of Event	
Dates of Activity	
Time(s) of Event	
Location	
Estimated Number of UTC Students in Attendance	
Estimated Total Number in Attendance	

Describe student reaction to the event. How would you evaluate the success of this program? Could anything have been done to improve the event? If so, please describe. Would you make any changes if you were implementing this event in the future?