

# BEAVER TIPS: EVENT ANALYSIS

Factor	Pros	Cons	Future Changes	Overall Evaluation
Human Resource (meetings, support, members, etc.)				
Facility (technology, room layout, staff, etc.)				
Marketing (publicity methods, event program, etc.)				
Financial (budget, funding sources, ticket sales, etc.)				
Food (catering, menu, cost efficiency, etc.)				
Program (performers, speakers, vendors, etc.)				
Event Environment (decorations, theme, mood, etc.)				
Planning Process (resources, time, accuracy)				