# **Student Media Office EVALUATION AND TURNOVER REPORT** Activity Title: Cost Involved: Date: Venue: Initiated by: I. Comments / Suggestions / Learnings / Recommendations SMO Director SMO Coordinator SMO Secretary Publication Leader Committee Member/s

1) Fill out completely one copy of this form and submit to SMO Secretary. The the original copy to the SMO Coordinator for her inputs. The SMO Director returns the form to the Managing Editor

## II. Evaluation of Objectives

Guide Question: How effective is your team in meeting your objectives?

Objectives	Rate	Comments
		<b></b>
Overall Rating		

#### Rating Scale:

- 5 Successful; Highly-effective
- 4 Good
- 3 Fair
- 2 Needs improvement
- 1 Not Successful

# III. Summary of Audience Evaluation

(Note: To be accomplished by the SPO Coordinator)

Strengths	

Suggestions	

Areas of Improvement	

Complaints	

## IV. Cost Effectiveness Evaluation:

Plan	Actual	_
Estimated cost:	Actual cost:	
Breakdown of estimated cost:	Breakdown of actual cost:	
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Total:	Total:	
Estimated number of participants:	Actual number of participants:	
Cost effectiveness:	Cost effectiveness:	

Total Income:	
Total Expenses:	
Balance (Savings or Deficit):	

Source of Income	
Publication Fund	
Solicitation and Sponsorship	
Total:	

Notes:	

# V. Documentation/ Pictures

Place relevant photos with captions here.

Photo 1	Photo 2
Caption 1	Caption 2
Photo 3	Photo 4
Caption 3	Caption 4
Photo 5 Caption 5	Photo 6 Caption 6

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