

**Student Media Office
EVALUATION AND TURNOVER REPORT**

Activity Title:

Date:

Cost Involved:

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
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

Areas of Improvement

Suggestions

Complaints

V. Documentation/ Pictures

Place relevant photos with captions here.

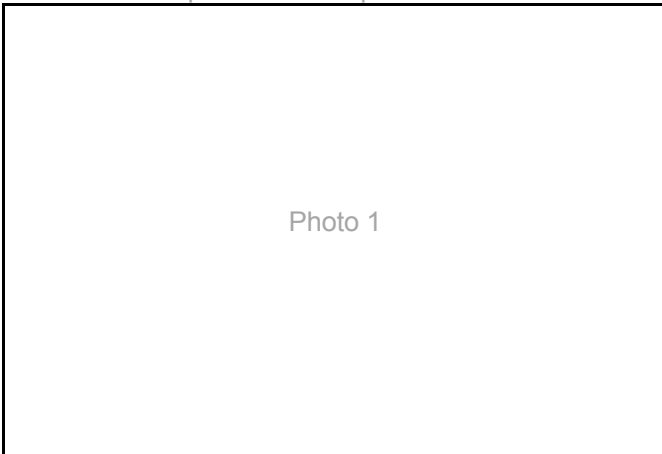


Photo 1

Caption 1

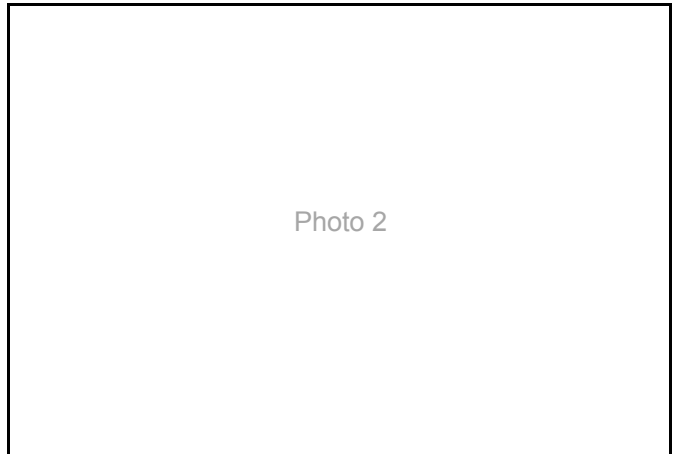


Photo 2

Caption 2

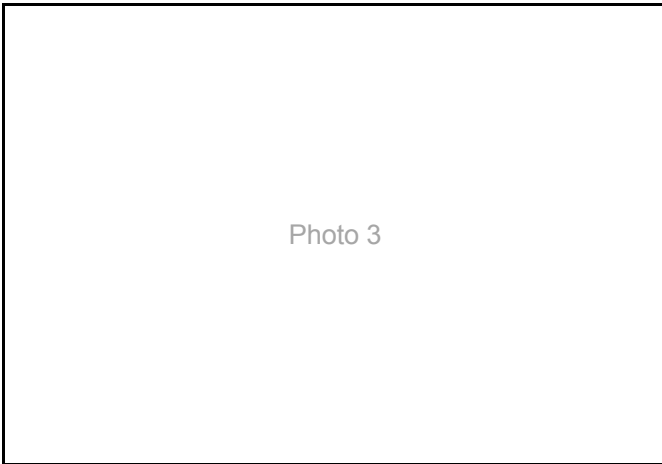


Photo 3

Caption 3

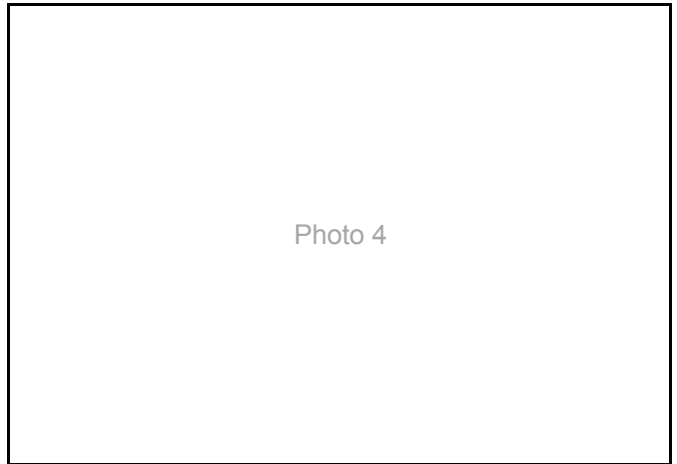


Photo 4

Caption 4

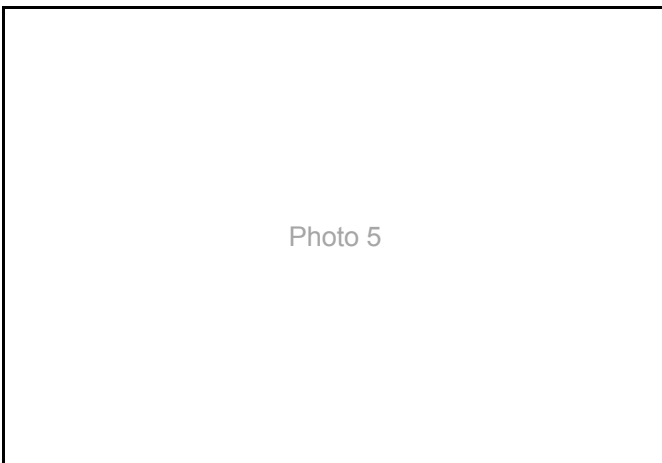


Photo 5

Caption 5

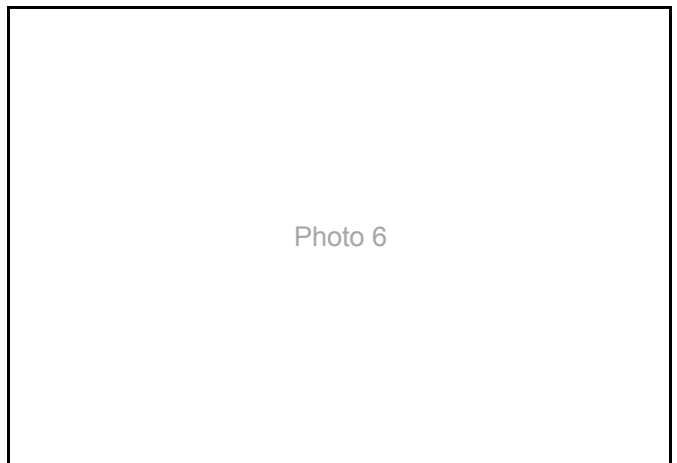


Photo 6

Caption 6