**Oklahoma Christian University**  
**Eagle Exit Checklist**  
*(please fax a copy of this form to 405.425.5113 as soon as you have filled it out)*

**EVENT INFORMATION**
Date: ____________________________________
Time: ____________________________________
Place: ____________________________________
Address: __________________________________
City: ____________________________________

Capacity of venue: __________________________

**EVENT TYPE**
- Light refreshments or snacks
- Sandwich or salad supper
- Potluck dessert buffet
- Cook-out
- Dutch treat - meet at a local restaurant (Be sure to cover costs for student honorees)
- Other__________________________

**KEY COORDINATOR**
Name: __________________________________
Phone: __________________________________
Email: __________________________________

**RSVP CONTACT**
Name: __________________________________
Phone: __________________________________
Email: __________________________________
Deadline: ________________________________

**OTHER VOLUNTEERS**
- Food____________________________________
- Decorations________________________________
- Greeter____________________________________
- Registration table__________________________
- Devo coordinator___________________________
- Blessing coordinator________________________
- Photographer______________________________
Oklahoma Christian University
Eagle Exit Evaluation Form

Please return to the Office of Alumni Relations (PO Box 11000, Oklahoma City, OK 73136), along with completed registration sheets, the blessing cards, and any leftover materials.

Event Location:
Date:
Time:

*Please rate the following on a scale of 1 to 5, with 5 being the highest.*

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Positives:
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Areas of Improvement:
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Additional Comments/Suggestions:
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