Event Evaluation

Name of your event: ______________________________________________________

Date & Time of your event: _____________________________________________

Club Name/Organization: ______________________________________________

How would you describe the attendance of your event?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

How satisfied are you, overall, with your event?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Was there sufficient publicity/ marketing for the event (posters, flyers, banners, social media)?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Did your budget work for this event? If not, in what area were funds lacking or too much and by how much?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Was the event appropriate for the participants? Were there any unforeseen problems in event arrangements?

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Was the location for your event appropriate? What were the problems you had with this location?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What were the strengths of this event?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What were the weakness of this event?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

What would you change about this event if you had it again?

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________