
Event Evaluation & Planning Form

NOTE: In an effort to avoid reinventing the wheel each year, we'd like to keep a record of the great, the good, the bad, and the ugly from all our events and efforts going forward. At the conclusion of your event, please complete this evaluation form. (Your volunteer list will help make sure we don't miss any volunteers when it comes to appreciation time at the end of the year.) Thanks!

1. Event Basics

Name of Event: _____

Date: _____ Day of Week: _____ Time: _____

Location: _____

Chairpeople: _____

Anything about when/where that was particularly good or particularly troublesome?

2. Communications

What tactics did you use to promote this event (flyers, email, posters, etc.)? What did and did not work well?

What was your timing on communications? Was it too early or too late? Any lessons learned for next year?

