

EVENT EVALUATION FORM

EVENT INFORMATION

Name of Event: _____
Event Date: _____ / _____ / _____ Time of Event: _____ to _____ AM/PM
Event Location: _____
Budget Allocated: \$ _____ Amount used: \$ _____

EVALUATION

Please summarize the event's activities:

How many participated in this event? _____

Was this event/program open to the general public? YES NO
If yes, how many people from the general public participated? _____

Did the event stay within the estimated budget? Attach expense/income sheet.

What were the most successful parts of the event?

What were the least successful parts of the event?

Would you make any change to the event or its planning process? What would those changes be?

Was any revenue generated by the event/program? YES NO
If yes, how much? \$ _____

What type of promotion / advertising was used? Attach copies.

Submitted By: _____ / _____ / _____