



Event

Evaluation & Planning Form

Note to Event Chairs: *In an effort to avoid re-inventing the wheel each year, we'd like to keep good records on the great, the good, the bad, and the ugly from all of our events and efforts going forward. At the conclusion of your event, please complete an eval form. Your volunteer list will also help us make sure we don't miss any volunteers when it comes to appreciation them too. Thanks!*

1. Event Basics

Name of Event:

Date:

Day of Week:

Time:

Location:

Chair People:

Basics Feedback: Anything in the when/where that was particularly good or troublesome?

2. Communications

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

What was your timing on communications? Too early? Too late? Any lessons learned for next year?

3. Event/Effort Execution

How was participation/attendance? (Be specific if possible)

What was the cost to attend or participate?

What was the total event expense. List major expenses for running the event. (Attach Separate Sheet if necessary)

Total: \$

Item:

Cost: \$

Key steps before event:

Key steps during event:

Key steps after event:

4. Volunteers

How many volunteers did you have?

How many did you (or would you) need?

Please list all volunteers who helped in any way with the event. If possible please also list job function, especially for key roles.

5. Overall Feedback

Other successes and "gotchas" for this event. Anything else you'd do differently? Anything that worked particularly well? Did you have enough help? Too much?

Any Key feedback from staff, administrators or Families?

Should we run this event again next year?