

EVENT EVALUATION FORM

EVENT INFORMATION			
EVENT TITLE		DATE	
ORGANIZER		TIME	
LOCATION		ATTENDANCE	

RATING SCALE: 1 = SUBPAR 2 = SATISFACTORY 3 = AVERAGE 4 = GOOD 5 = EXCELLENT

CRITERIA	COMMENTS	RATING
WAS THE EVENT SUCCESSFUL?		
RATE ATTENDEE SATISFACTION		
WAS THE PLANNING PROCESS SUCCESSFUL?		
RATE EFFECTIVENESS OF EVENT MATERIALS		
RATE FACILITIES & LOCATION		

SCORE OUT OF POSSIBLE 25

WOULD YOU RECOMMEND HOLDING THIS EVENT AGAIN? WHY / WHY NOT?	
WHAT IMPROVEMENTS SHOULD BE MADE FOR FUTURE EVENTS?	

ADDITIONAL COMMENTS