

# 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

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

ADDITIONAL COMMENTS