



EVENT EVALUATION

Name of Event:

Date of Event:

Event Director:

Date of Evaluation:

How was the event promoted?

What was the purpose of the event?

Was the purpose accomplished? How

How many attended the event?

Were there any positive comments? What were they?

Were there any negative comments? What were they?

What would we do again?

Preparation:

During the event:

After the event:

What could we improve?

Preparation:

During the event:

After the event: