
Event Evaluation & Planning Form

NOTE: In an effort to avoid reinventing the wheel each year, we'd like to keep a record of the great, the good, the bad, and the ugly from all our events and efforts going forward. At the conclusion of your event, please complete this evaluation form. (Your volunteer list will help make sure we don't miss any volunteers when it comes to appreciation time at the end of the year.) Thanks!

1. Event Basics

Name of Event: _____

Date: _____ Day of Week: _____ Time: _____

Location: _____

Chairpeople: _____

Anything about when/where that was particularly good or particularly troublesome?

2. Communications

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

What was your timing on communications? Was it too early or too late? Any lessons learned for next year?

<Event Evaluation & Planning Form>

3. Event Execution

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

Four horizontal lines for writing.

What was the cost to attend or participate?

Expenses for running this event:

Table with 2 columns: Item, Cost. Four rows for listing expenses.

Key steps before event:

Four horizontal lines for writing.

Key steps during event:

Four horizontal lines for writing.

Key steps after event:

Four horizontal lines for writing.

How many volunteers did you have?

How many did you need?

4. Overall Feedback

Other successes and “gotchas” for this event—anything else you’d do differently? Anything that worked particularly well?

Four horizontal lines for writing.

Any feedback from staff, administrators, or families?

Four horizontal lines for writing.

Should we run this event again next year?

5. Volunteers

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

Fourteen horizontal lines for listing volunteers.