Post Event Evaluation Example

It is important to allow time after an event to review how the whole event came together and to iron out any concerns or issues that may have arisen.

Name of event _____   Dates _____

Were the timeframes realistic   Yes   No

Ratings:

      Efficiency of the organisation of the event   1 Fair   2 Good   3 Very Good

      Variety of activities in relation to theme   1 Fair   2 Good   3 Very Good

      Rating of event overall   1 Fair   2 Good   3 Very Good

Comments

Location/s   _____

Facilities   _____

                _____

Timing (any conflicts)   _____

                _____

Duration   _____

Facilities and venue adequate   _____

                _____

What worked   _____

                _____

What did not work   _____

                _____

Event Sucess   _____

                _____

Feedback from attendees   _____

Would you hold the event again?   _____