Another important aspect of programming planning is the post-event evaluation. Use these questions to assist you in evaluating your event. This optional guide provides your organization with a series of questions and aspects to consider after the completion of your event.

Some tips that might prove helpful in evaluating your event:

- Have copies of all financial expenditures/deposits
- Have planning members provide written reports in advance
- Solicit feedback from participants (members and non-members)
- Compile a list of things that went well and things that did not go well
- Be constructive in all event feedback
- Celebrate the program aspects that did go well

Event Information

Event Name ___________________________________________ Date of Event _________________________
Organization _________________________________________
Event Coordinator (s) ________________________________
Event Coordinator (s) ________________________________

Please use the following checklist to assist with your post event evaluation.

POST-EVENT EVALUATION

1. Did we meet our goals/objectives with this event?

2. Did we meet our budgetary goals? Were we over or under budget?

3. Did we have enough volunteers for the event? Were all aspects staffed adequately?

4. What could we have done differently to make the event better/more productive?

5. Did we have enough advertising/PR for the event? How could we have made this better?

6. Did we execute the program in a professional manner? Did we start on time?

7. Did participants enjoy this event? How did we survey participants?

8. How does this program allow us to grow as a group? As Officers? As leaders?

9. Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?

10. Would we execute a similar program in the future? Is so what changes would we make?