

# Program Evaluation

*This evaluation is designed to record important information about your event. It is important to fill out an evaluation after each program so that improvements and changes can constantly be made. In addition, it would be beneficial to your organization to keep evaluations of programs in a file so that future members and officers may refer to the evaluation as a resource for their planning.*

Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Title of Event: \_\_\_\_\_

People Involved In Planning Event: \_\_\_\_\_

Attendance at Event: \_\_\_\_\_

Planned Cost for the Event: \_\_\_\_\_ Actual Cost for Event \_\_\_\_\_

Overall Rating of Event (1 the lowest and 10 the highest): \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Description of Goals of Program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Were the Goals of the Program Met? What would you do to improve the event for the next year?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you have Co-Sponsors for Event? If yes, who? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What type of publicity did you use for this event? What was successful \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What vendors did you work with (Aramark, sound companies, printers)? Would you work with them again?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you do this event again? Why or Why not? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_