

## Event Evaluation

Event name \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_

Check all that apply on the following:

Target audience:     Undergrads    Grads    Faculty/Staff    Community

Other \_\_\_\_\_

Type of program:     Active    Passive    Both

Program classification:     Social    Health & Wellness    Service    Educational

Cultural awareness    Academic Success    Personal success

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1. What were the goals of the program? What did you hope to achieve by planning this event?
  2. Did the program accomplish what you wanted? How do you know?
  3. Explain the structure and schedule of the program.
  4. Explain what took place at the program.
  5. How many people attended the program? Were they your target audience?
  6. What information resources did you use and whom did you contact?
  7. Describe the follow through of those who agreed to help with the program.
  8. How was the program advertised? What worked well and what could be improved?
  9. Would you repeat this program? Why or why not? What changes would you make?
  10. What risk management measures were implemented? Were they sufficient? If not, what needs to be changed for next time?