

Event Planner Evaluation Form

NAME OF EVENT _____

How did you promote the event?

- a. Poster/Fliers ☐
- b. Website ☐
- c. Mailings ☐
- d. Emails ☐
- e. Other ☐ _____

Please rate the attendance for this event. Number attended: _____

- a. Very Good ☐
- b. Good ☐
- c. Average ☐
- d. Needs Improvement ☐

Please rate the time for this event. Time of event: _____

- a. Very Good ☐
- b. Good ☐
- c. Average ☐
- d. Needs Improvement ☐

Please rate the length of the event. Length of event: _____

- a. Just right ☐
- b. Too long ☐
- c. Too short ☐

Please rate the catering of this event. Name of Caterer: _____

- a. Very Good ☐
- b. Good ☐
- c. Average ☐
- d. Needs Improvement ☐
- e. Not Applicable ☐

Please rate the location of the event. Location of Event: _____

- a. Very Good ☐
- b. Good ☐
- c. Average ☐
- d. Needs Improvement ☐

What is your overall rating of the event?

- a. Very Good ☐
- b. Good ☐
- c. Average ☐
- d. Needs Improvement ☐

Would you plan this event next year?

- a. Yes ☐
- b. No ☐

See Reverse Side for Further Questions & Comments

Write a brief response to each of the following questions.

What did you consider the most successful part of this event?

What did you consider the least successful part of this event?

What changes/recommendations, if any, should be made for this event?
