

# EVENT EVALUATION FORM

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Rain Location (was it used?): \_\_\_\_\_

What was the attendance? Did you meet your goal? \_\_\_\_\_

What was the weather like? \_\_\_\_\_

## **SPONSORS**

List all sponsors (with contact info):

Note any positives or negatives working with sponsors:

## **ADVERTISING**

List all advertising methods and note if they worked well:

Anything you would do differently?

## **BUDGET SUMMARY**

Total Expenses: \_\_\_\_\_

Total Revenue

(Including ticket sales and sponsorships): \_\_\_\_\_

How much did you gain or lose? Did you meet your goal? \_\_\_\_\_

## **INCIDENTS**

**Were there any medical emergencies? :**

**Were there any safety concerns? :**

**Other incidents:**

## **GENERAL EVALUATION**

**What went well at your event? :**

**What went wrong at your event? :**

**Other Notes:**

**ATTENDEE FEEDBACK** (Have surveys at your event for better feedback!)

**Positive comments about your event:**

**Negative comments about your event:**

**Suggestions:**

**Other:**

*Attach other documents to this event evaluation form for reference (budget worksheet, surveys, event layout, event agenda, marketing calendar etc.)*