

Event Evaluation Form

This form is here to help you evaluate the different events and activities which your society/club has done. By completing it and keeping a record it will help you and future society/club committees to develop and improve future events for your group.

Club/Society Name: _____

Venue: _____

Event Title: _____

Theme (if any): _____

Event Date: _____

Attendance: _____

What contacts did you make during this event which may be useful in the future:

What do you think went well with this event:

What do you think could improve if you did this event again:

How many posters did you print for this event? _____

What was your general marketing plan for this event?

How well did it work and would you change anything about promotion for an event like this in the future?

How many people were involved in the planning of this event? _____

Is there anything you would change about the number of people involved in planning for an event like this in the future?