

## GGC Special Event Evaluation Form

NAME OF EVENT: \_\_\_\_\_

COORDINATOR IN CHARGE: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE & TIME HELD: \_\_\_\_\_

PLACE/FACILITY:

\_\_\_\_\_

THEME: \_\_\_\_\_ COLORS: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_ (youth); \_\_\_ (teens); \_\_\_ (adults); \_\_\_ (seniors);  
\_\_\_\_\_ (total)

**1. Publicity-** Did you think there was sufficient publicity for the event (i.e. posters, flyers, buttons, display ads etc.).

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

**2. Equipment-** Did you have enough materials and equipment to meet your needs?

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

**3. Décor-** Were decorations appropriate for the event? Were there enough? Did the quality meet your expectations?

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

**4. Entertainment-** Was the entertainment appropriate for event participants? Were there any unforeseen problems in entertainment arrangements?

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

**5. FOOD-** Were you satisfied with the quality and quantities of the food?

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**6. STAFF/VOLUNTEERS** - Were there enough staff and volunteers to handle the event? Were they a properly trained to handle their duties? Please attach a list of the event staff names:

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**7. FUNDS** - Were there sufficient funds? If not, in what area were funds lacking and by how much?

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**8. GIFTS/GIVE-A-WAYS** - Were they appropriate? Were there enough?

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**9. FACILITY** - Was the facility appropriate for the event? If not, what were the problems?

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**10. SPECIAL SERVICES** - Were the services provided by Ministry Coordinators or any other Department adequate? If not, how could they be improved?

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**11. OTHER**

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**12. EVENT STRENGTHS**

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**13. EVENT WEAKNESSES**

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**14. Please give us your overall recommendations for chances and improvements to this event. Please include a financial report of all costs and expenditures, an Event Time Line from planning to conclusion with an evaluation.**

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**15. Attach to this report all flyers, forms, posters, photos, videos, slides, product samples, tickets, etc. in a three ring, binder.**