



## EVENT EVALUATION & PLANNING FORM

In an effort to avoid reinventing the wheel each year, we'd like to keep a record of the great, the good, the bad, and the ugly from all our events and efforts going forward. At the conclusion of your event, please complete this evaluation form. Your volunteer list will help make sure we don't miss any volunteers when it comes to appreciation time at the end of the year. Thanks!

### EVENT BASICS

Name of Event \_\_\_\_\_

Date(s) \_\_\_\_\_

Day(s) of the Week \_\_\_\_\_

Time(s) \_\_\_\_\_

Chairperson Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Anything about when/where that was particularly good or particularly troublesome?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COMMUNICATIONS

What tactics did you use to promote this event (flyers, email, posters, etc.)?  
\_\_\_\_\_

What did and did not work well?  
\_\_\_\_\_

What was your timing on communications? Was it too early or too late?  
\_\_\_\_\_

Any lessons learned for next year?  
\_\_\_\_\_

### EVENT EXECUTION

How was participation/attendance? (Be specific if possible.)  
\_\_\_\_\_

What was the cost to attend or participate?  
\_\_\_\_\_

Any lessons learned for next year?  
\_\_\_\_\_



**EXPENSES** *(if additional, please print another copy & attach)*

ITEM	VENDOR NAME	COST	NOTE
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

**VENDOR LIST** *(food, rentals, etc)*

VENDOR NAME	CONTACT NAME	ADDRESS / PHONE / EMAIL	NOTE

**KEY STEPS**

BEFORE EVENT	DURING EVENT	AFTER EVENT
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10

How many volunteers did you have?

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How many did you need?

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## OVERALL FEEDBACK

Other successes and “gotchas” for this event—anything else you’d do differently? \_\_\_\_\_

Anything that worked particularly well? \_\_\_\_\_

Any feedback from staff, administrators, or families? \_\_\_\_\_

Should we run this event again next year? \_\_\_\_\_

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## LIST OF VOLUNTEERS

*Who helped in any way with this event? If possible, please list job function, especially key roles –or- attach copy of SIGNUPGENIUS.*

	NAME	ROLE	PHONE	EMAIL
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____
21	_____	_____	_____	_____
22	_____	_____	_____	_____
23	_____	_____	_____	_____