

# Event Evaluation Sheet

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

Sponsoring Group/s: \_\_\_\_\_

Date & Time of event: \_\_\_\_\_

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

Brief Description of Event:

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Number of Attendees: \_\_\_\_\_ Groups Invited: \_\_\_\_\_

Speaker/s: Yes / No If Yes,

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

Title & Organization: \_\_\_\_\_

Gifts: \_\_\_\_\_

Parking: \_\_\_\_\_

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Comments on success of the event:

Number of attendees: \_\_\_\_\_

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Dollars spent: \_\_\_\_\_

Would you recommend this event be repeated? Yes / No Why or why not?

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Suggested changes:

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