## **Event Planner Evaluation Form**

Name of Event		
How did you promote the event?		
	Poster/Fliers	
b.	Website	$\overline{\sqcap}$
c.	Mailings	$\overline{\sqcap}$
	Emails	$\sqcap$
	Other	<u> </u>
Please rate the attendance for this event. Number attended:		
	Very Good	
b.		$\overline{\sqcap}$
c.	Average	Π
	Needs Improvement	
Please rate the time for this event. Time of event:		
	Very Good	
	Good	$\Box$
c.	Average	$\overline{\sqcap}$
	Needs Improvement	$\Box$
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Please rate the length of the event. Length of event:		
a.	Just right	
b.	Too long	
c.	Too short	
Please rate the catering of this event. Name of Caterer:		
a.	Very Good	
b.	Good	
c.	Average	
d.	Needs Improvement	
e.	Not Applicable	
Please rate the location of the event. Location of Event:		
a.	Very Good	
b.	Good	
c.	Average	
d.	Needs Improvement	
What is your overall rating of the event?		
a.	Very Good	
b.	Good	
c.	Average	
d.	Needs Improvement	
Would you plan this event next year?		
	Yes	
b.	No	

## What did you consider the most successful part of this event? What did you consider the least successful part of this event? What changes/recommendations, if any, should be made for this event?

Write a brief response to each of the following questions.