



TABERNACLE HSA

EVENT PLANNING AND EVALUATION

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.
Thank you!

1. Event Basics

Name of Event: _____

Date: _____ Time: _____

Location: _____

Chairpeople: _____

2. 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?

3. Event Execution

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

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

4. Volunteers

Please list all volunteers who helped in any way with this event. If possible, please also list job function, especially for key roles.

How many volunteers in all did you have? How many did you need?

5. Finances

Please explain the overall finances for the event? Fees to attend? Donations needed and received? Funds needed? Big ticket items?

6. 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?

Key notes/steps before event:

Key notes/steps during event:

Key notes/steps after event: