

Wakefield Elementary

EVENT EVALUATION & PLANNING FORM

Note to Event Chairs: *In an effort to avoid re-inventing the wheel each year, we'd like to keep good records on the great, the good, the bad, and the ugly from all of our events and efforts going forward. At the conclusion of your event, please complete an eval form. Your volunteer list will also help us make sure we don't miss any volunteers when it comes to appreciation-time at the end of the year. Thanks!*

1. Event Basics

Name of Event

Date: Day of Week: Time:

Location:

Chairs:

Basics Feedback: Anything in the when/where that was particularly good or troublesome?

2. Communications

What tactics (flyers, email, posters, etc.) did you use to promote this event/effort? And what did and did not work well?

What was your timing on communications? Too early? Too late? Any learning for next year?

3. Event/Effort Execution

How was participation/attendance? (specifics, if possible):
Was there a cost to attend or participate?

Expenses for running the event:
Item Cost

Key Steps Before Event:

Key Steps During Event

How Many Volunteers...

Did You Have? _____ Would You Need in a Perfect Case? _____

4. Overall feedback.

Key: Chairpeople comments on success and "gotchas" of the event. Anything you'd do differently? Anything that worked particularly well? Did you have enough help? Too much?

Any Key feedback from Staff, Office or Families?

Should we run this event again next year?

5. Volunteers

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