



POST-EVENT EVALUATION

Event managers should complete this evaluation form after each event. This form is a tool to improve future events. This information should also be used to create monthly reports.

EVENT NAME _____

DATE _____

LOCATION _____

1. Total number of people in your audience at this event? _____

2. Would you work with this artist/entertainer again? YES NO

3. Did your advertising reach your target audience? YES NO

4. Would you recommend this event be done again? YES NO

5. Did you encounter any problem with the event YES NO

Explain: _____

6. Did you have enough help from your constituent? YES NO

7. Total amount of money spent on this event? \$ _____

8. Did this event meet the goals and expectations as planned? (*explain*)

9. What two things could be done differently to make future events better?

10. Suggestions/Comments:

