



HOMENETMEN GLENDALE ARARAT CHAPTER  
POST-EVENT EVALUATION FORM

As soon as possible after the conclusion of the event, it is very beneficial to sit down with everyone who was involved with the event to evaluate the execution of the event. Post-event evaluation reports are a useful tool to pass on to future committees. This form will help you evaluate your event.

Name of Event: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Location: \_\_\_\_\_

Open to Non Members: Yes \_\_\_\_\_ No \_\_\_\_\_ Attendance: \_\_\_\_\_ Overall Cost: \_\_\_\_\_

1. Did we meet our goals/objectives with this event? \_\_\_\_\_

2. Did we meet our budgetary goals? \_\_\_\_\_

3. Did we have enough volunteers for the event? \_\_\_\_\_

4. What could we have done differently to make the event better/more productive?  
\_\_\_\_\_

5. Did we have enough advertising/PR for the event? How could we have made this better?  
\_\_\_\_\_

6. Did we execute the program in the professional manner? \_\_\_\_\_

7. Did we face any conflict with this program? What was it? How was it resolved? What could we have done differently? \_\_\_\_\_

8. Would we bring this vendor/performer in again? Was it worth it? \_\_\_\_\_

9. Would we execute a similar program in the future? What changes would we make? \_\_\_\_\_  
\_\_\_\_\_