

# Event Evaluation Form Template

## Event Information

Event Title		Date	
Organizer		Time	
Location		Attendance	

RATING SCALE: 1 = SUBPAR    2 = SATISFACTORY    3 = AVERAGE    4 = GOOD    5 = EXCELLENT

Criteria	Comments	Rating
Was the Event Successful?		
Rate Attendee Satisfaction		
Was the Planning Process Successful?		
Rate Effectiveness of Event Materials		
Rate Facilities and Location		

Score out of Possible 25

<p><b>Would You Recommend Holding this Event Again? Why / Why Not?</b></p>	
<p><b>What Improvements Should be Made for Future Events?</b></p>	

<b>Additional Comments</b>

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