

Liwara P & F Event Planning and Evaluation Form.

Note to Event Coordinators: *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 evaluation form. Your volunteer list will also help us make sure we don't miss any Committee members when it comes to thank-you's.*

Event Details

Event Name:		
Date:	Day of Week:	Time:
Location:		
Coordinator/s:		
Committee Members:		

Communications

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

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

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Event/Effort Execution

How was participation/attendance? (specifics, if possible):

Was there a cost to attend or participate?

Key Steps Before Event:

Key Steps During Event :

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Overall Feedback

Committees overall comments on successes of the event.

Anything you'd do differently?

Anything that worked particularly well?

Any key feedback from staff, volunteers, families etc?

Should Liwara P&F run this event again next year? Why?

Any suggestions for next year?

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Volunteers

How many volunteers did you have?

What is the ideal number of Volunteers?

Please list all volunteers who helped in anyway with the event. If possible – especially for key roles – please list functions.

Name	Role/Function	Shift

Any Additional feedback:

