

Post-Event Evaluation Form

Student Involvement and Leadership ♦ getinvolved.wustl.edu  Washington University in St. Louis.

As soon as possible after your event occurs, it is very beneficial to sit down with everyone who was involved with the event to evaluate the execution of the event and the performance of your organization. Post-event evaluation reports are a useful tool to pass on to future members of your organization. This form will help you evaluate your event and is complementary to the Pre-Event Planning Form.

Name of Event: _____ Brief Description: _____

Date of Event: _____ Time: _____ am/pm to _____ am/pm Location: _____

Open to Non-WU Community: Yes _____ No _____ Attendance: _____ Overall Cost: _____

Alcohol Served: Yes _____ No _____ Outside Noise Amplification? YES times: _____ am/pm to _____ am/pm NO

Sponsoring Organizations: _____ Today's Date: _____

Did the event fulfill the purpose that was proposed?

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Did the event meet your goals?

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Was the event a success according to the pre-event planning form?

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If a theme was used or a program was a part of a series, what was the series/theme? How was this theme carried out? What were decorations, if used?

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Did the date and time of your event work well? Explain why or why not? Did conflicting events affect attendance or effectiveness of your event? What suggestions would you make for holding this event at the same time in the future?

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Additional Comments:

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Did the location work well for your event? What, if anything would have worked better? Were you able to set-up the way you originally planned? Why or why not?

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What parts of your publicity plan worked the best? Do you feel that the publicity was timely? How would you change the publicity for future events? Attach a copy of the publicity plan with this evaluation.

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What was your total budget? How much did you spend? Was your budget accurate (spending within the line items you created)? Would you recommend adding or cutting any items to better fit into the budget for the future? Have you heard of places since the event that would have cost less to provide the service? List any and all changes or recommendations for the future.

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Did you utilize outside vendors/performers/speakers/food service providers for this event? If so, who were they? Would you utilize them again? Why or why not?

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Were all services contracted and executed by a staff member in Student Involvement and Leadership (SIL)? Have all vendors been paid? If so, when? Were there any problems with contracts or providers being paid?

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Who was involved with the planning of this event? Were the roles assigned for the Pre-Event Planning Form accurate? Did everyone follow through with their responsibilities? How could the planners have done a better job assisting with the planning? Did the structure of the committee make sense? What changes would you recommend to the planning committee and various delegated responsibilities?

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How were the students within the organization informed about the planning for this event? Were there better ways to have included members? How?

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For events with alcohol or larger events:

How much alcohol was served? What color and how many wristbands did you use? How many B & D guards did you have? How many Washington University Police (WUPD) officers were at the event? How many staff volunteers did you have at the event?

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Overview of Event:

What went really well? Why?

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What changes would you make for the future? Why?

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Did the event meet the needs of students?

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Additional comments about the program:

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Affix all relevant copies of paperwork, publicity, day of event form, notes, vendor info, contracts, etc. to the Post-Event Evaluation form. Maintain a copy for your student group files. It is recommended that you provide a copy to Student Involvement and Leadership in order to place in the programming archives for future programmers.