



POST EVENT EVALUATION

This evaluation is for women's ministry leaders to discuss with their teams after a big event to find any issues and plan ways to improve future events.

DETAILS

Event Title:

Event Date & Time:

Event Location:

WORKERS & VOLUNTEERS

How many workers were required to plan the event?

Approximately how many hours combined by all workers went into planning for the event?

How many workers were required to run the event?

BUDGET

What was the projected budget for the event? \$_____

How much money was actually spent on this event? \$_____

Were there items donated for this event? **YES** **NO**

How much in total were the donated items valued? \$_____

PURPOSE & RESULTS

What was the overall purpose of this event?

What spiritual goals were projected for this event?

What spiritual goals do you think were met?

How many spiritual decisions were made at this event?

ATTENDANCE

How many people could the venue hold?

How many people were expected to attend?

How many people actually attended?

MARKETING

How was this event marketed?

Do you think this event was marketed successfully?

FEEDBACK

Were there elements of this event that were out of your control as a leader? **YES NO** If so, what were they?

Did you get any negative feedback about this event? **YES NO** What were some of the things included in this feedback?

Did you get any positive feedback about this event? **YES NO** What were some of the things included in this feedback?

What would you have done differently if planning this type of event again?