

Appendix 2 – Sample Evaluation Form

Name of the event:			
Goal:			
Objectives:			
To what extent were each of the objectives met?			
Objective #1	hardly met	partially met	fully met
Objective #2	hardly met	partially met	fully met
Objective #3	hardly met	partially met	fully met
What did you like about the event?			
What did you not like about the event?			
How did you hear about the event?			
	Internet/email		
	Newspaper		
	Newsletter		
	Word of Mouth		
	Friend		
	Radio		
	Other		
Did you attend the event last year?			
	yes	no	
What would you suggest to the committee responsible for planning a similar event next year?			
Additional comments and suggestions.			