

FRANKLIN & MARSHALL COLLEGE

Event Evaluation

Name of your event: _____

Date & Time of your event: _____

Club Name/Organization: _____

How would you describe the attendance of your event?

How satisfied are you, overall, with your event?

Was there sufficient publicity/ marketing for the event (posters, flyers, banners, social media)?

Did your budget work for this event? If not, in what area were funds lacking or too much and by how much?

Was the event appropriate for the participants? Were there any unforeseen problems in event arrangements?

Was the location for your event appropriate? What were the problems you had with this location?

What were the strengths of this event?

What were the weakness of this event?

What would you change about this even if you had it again?
