

Event Evaluation Form

Event Name:	Event Date:
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Submit this form within one week after the event to asgadmin@clackamas.edu. Be sure to keep a copy for your own records.

What went well? Describe at least two parts of the planning and execution of the event that you are proud of.

What improvements or changes do you recommend? What could/should have been done differently? Be sure to explain your reasons for these improvements.

Was your purpose or objective achieved? Why or why not?

Explain how your budget was spent and if the expenditures were effective.

If you had a speaker, performer, or other guest, would you recommend this person for future events? Explain why or why not.

Should we do this event again? Explain why or why not.

What other reflections do you have about this event?