

Bushkill Elementary School Event Evaluation Form

In an effort to avoid re-inventing the wheel each year, we'd like to keep good records on the great, the good, the bad, and the ugly from all of our events and efforts going forward. At the conclusion of your event, please complete this form and return it to the PTA President. Thanks!

1. Event Information

Event Name: _____

Date/Time: _____

Rooms Used: _____

Chairperson(s): _____

2. Communication

How did you promote the event (newsletter, flyers, posters website, etc)? What did or didn't work well? _____

Were your communications handled? (too early, too late, what would you do different next year?) _____

3. Event Details

How many people attended? _____

How many volunteers did you have? Set up _____ During _____ Clean up _____

Was the number of volunteers adequate? Yes No If no, please explain _____

What was your budget? _____ Was that amount adequate? Yes No

If no, please explain _____

Please describe the event in detail: _____

Please give a general break down of your expenses:

Item(s)	#	Cost	Business or Person	Contact	Phone

4. Overall Feedback

What worked? What didn't? What would you change next year?

If someone else were to run this event next year, what one piece of advice would you give them? _____

Any other comments/suggestions? _____

Please feel free to attach any flyers, paperwork, etc that could help in the future with planning this event.