

## SECTION 2.4 EVENT EVALUATION FORM

Event:	DATE: EVALUATOR:				
Instructions: Please indicate your "level of agreement" with the statements listed below	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The objectives of the event were clearly defined					
Participation was encouraged					
The topics covered were relevant					
The event was organized					
The materials distributed were helpful					
This event will be useful in my leadership skills					
The event objectives were met					
The time allotted for the event was sufficient					
The meeting room or facilities were adequate and comfortable					
What did you like most about the event?					
What aspects of the event could be improved?					
How do you hope to change your planning as a result of this event?					
What additional resources would you like to have in the future to help with your event?					
Please share other comments or expand on previous responses here:					