

## Event Evaluation Form

Club Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Form of Advertisement:

- Email
- Posters
- Mail (invitations/flyers)
- Social Media
- Other: \_\_\_\_\_

Expenses:

- Food: \_\_\_\_\_
- Decorations: \_\_\_\_\_
- Total: \_\_\_\_\_
- Rentals: \_\_\_\_\_
- Other: \_\_\_\_\_

What Went Well?

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How to Improve the Event?

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**\*\*Complete within one week of the event\*\***