



# EVENT EVALUATION

Sample  
www.GrowChurches.com

Church Event	Date of Event
Event Director	Date of Evaluation

## EVALUATION QUESTIONS

How was the event promoted?
How was the event organized?
How were responsibilities delegated?
How did the team communicate?
What was the purpose of the event?
Was the purpose accomplished? How?
Were any positive comments made about the event?
Were any negative comments made about the event?

## WHAT WE WOULD DO AGAIN

Preparation
During the event
Clean up
After the event

## WHAT WE COULD IMPROVE

Preparation
During the event
Clean up
After the event

*If necessary, please use additional sheets of paper to give us your complete information.*