Sample Participant Evaluation

In order to give us ideas for future events and to improve our programming efforts, please complete the following evaluation and return it before you leave. Thank you!

Program/Event

Date

What part did you enjoy most?

What improvements would you suggest?

How did you hear about this event?

_____ flyer, poster, table tent
_____ newspaper
_____ Chapel announcement
_____ friend
_____ other ______________

Are you glad that you attended this event?

Should we offer it again?  Y  N

Would you like to help in the planning of an event?  Y  N

If yes, please give your name and where we can reach you.

Name

Phone

Visit www.letu.edu/yac today!
**PROGRAM and EVENT EVALUATION**

<table>
<thead>
<tr>
<th>Event __________________________________________________________</th>
<th>Speaker/ Talent ____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date ____________________________________________</td>
<td>Time ________________________________________</td>
</tr>
<tr>
<td>Other specifics:</td>
<td>Other specifics:</td>
</tr>
</tbody>
</table>

**BUDGET**

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Starting Balance</th>
<th>Income</th>
<th>Ticket Price</th>
<th>Tickets Sold</th>
<th>Expenditures</th>
<th>Ending Balance</th>
</tr>
</thead>
</table>

Comments:

**ATTENDANCE**

<table>
<thead>
<tr>
<th>Target Audience</th>
<th>Anticipated #</th>
<th>Actual #</th>
<th>Volunteers (#)</th>
</tr>
</thead>
</table>

Comments:

**PROMOTION**

<table>
<thead>
<tr>
<th>Types Used:</th>
<th>Ads</th>
<th>Banner</th>
<th>CPO Note</th>
<th>Displays</th>
<th>E-mail</th>
<th>Flyers</th>
<th>Info Table</th>
<th>Newspaper</th>
<th>Posters</th>
<th>Visitations</th>
<th>Other</th>
</tr>
</thead>
</table>

Comments:

**LEGAL LOGISTICS**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Insurance</th>
<th>Security</th>
</tr>
</thead>
</table>

Comments:

**EVENT SPECIFICS**

(Where appropriate, note amount and [S]atisfactory or [U]nsatisfactory)

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Tables</th>
<th>Chairs</th>
<th>Stage</th>
<th>Sound system</th>
<th>TV/ VCR</th>
<th>Overhead</th>
<th>Slides/ PowerPoint</th>
<th>Other</th>
</tr>
</thead>
</table>

Comments:

**Overall STRENGTHS:**

Areas to IMPROVE and Specific Suggestions:

<table>
<thead>
<tr>
<th>Overall STRENGTHS:</th>
<th>Area to IMPROVE:</th>
</tr>
</thead>
</table>

**CO-SPONSORS**

Committee/ Volunteer Recognition:

**THANKS/ RECOGNITION**

Notes sent:

**Chair**

Advisor

Date

**General Comments:**

Notes sent:

Chair

Advisor

Date