



ST. JOHN'S LUTHERAN CHURCH
POST-EVENT EVALUATION
[OVERVIEW]

EVENT OVERVIEW

Event Title _____

Event Coordinator _____

Person Completing Form _____

Cell Phone _____ Email _____

POST-EVENT QUESTIONS

Who was the target audience for this event? On a scale of 1-5, with one being completely unsuccessful and five being exceeding expectations, how successful was the event at reaching the target audience? Please briefly describe who attended and any significant identifying characteristics (i.e., age, gender, St. John's members, community members).

Was the audience easily able to find information about the event and what to do to get involved/register? What feedback did you receive on locating event information? On a scale of 1-5, with one being completely unsuccessful and five being exceeding expectations, how successful was the event at providing this information?

Did you achieve what you hoped to accomplish with the event? Were the key objectives for the event met (i.e., number of attendees, amount of money raised, etc.)? On a scale of 1-5, with one being completely unsuccessful and five being exceeding expectations, how successful was the event at achieving the goals and meeting key objectives?

Did the event stay within the budget? If not, by how much did the event go over the budget and what caused the budget to over-run?

What lessons were learned, and what improvements will be made for future events?