

SAMPLE

Student Organization Program Participant Evaluation

Thank you for taking the time to help us evaluate our program.

Event: _____ Date: _____

Please rate the items below according to the following scale:

1 = Outstanding 2 = Very good 3 = Average 4 = OK 5 = Poor

_____ Invitations/Publicity (Timeliness, Theme, Directions)

Comments: _____

_____ Thematic Decorations

Comments: _____

_____ Facility (appropriate for the event, room size, set up, temperature, accessibility)

Comments: _____

_____ Food/Refreshments

Comments: _____

_____ Program (awards presentations, entertainment, speakers)

Comments: _____

_____ Overall Rating

Comments/Recommendations: _____

THINGS TO INCLUDE IN YOUR PROGRAM PARTICIPANT EVALUATION:

- **Keep It Simple (make sure it can be completed quickly and easily)**
- **The following items must be on the form:**
 - **Name of the Event**
 - **Date of the Event**
 - **A rating system (i.e. Outstanding – Poor)**
 - **What it is you would like to get feedback on, specifically (see above)**

You may include the date, time, place and name of the event at the top of the form:

**Circle K Club
May 1, 2008
6 pm
Awards Banquet Evaluation Form**