

SAMPLE

PROGRAM PARTICIPANT EVALUATION

CIRCLE K CLUB

APRIL 30, 2008

6 PM

AWARDS BANQUET EVALUATION FORM

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)