

EVENT EVALUATION FORM**INTRODUCTION**

To evaluate the success of the event you organised, you can ask participants to complete the following evaluation form. Make sure your timing is appropriate - asking for feedback straight away will ensure much higher response rates and lead to better engagement.

- Overall, how entertaining was the event?

1 2 3 4 5 6 7 8 9 10

Boring

Great

- After the event, how inspired did you feel?

1 2 3 4 5 6 7 8 9 10

None

Fired up!

- Do you feel that the event was useful?

1 2 3 4 5 6 7 8 9 10

Not at all

Definitely

- What was the best part of the event?

(provide options depending on the event)

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- Would you recommend to a friend that they participate in a similar event?

Yes, definitely

Maybe, if the content was changed

No, never

The Facilitators

- Evaluate the facilitators on how they met the criteria below

Not at all Not really Somewhat Mostly Definitely

Interesting and
entertaining

Relevant to you

Inspiring

The Venue

- Overall, were you satisfied with the venue?

Yes

No

Final Thoughts

- If you were running the event, what would you have done differently?

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- Do you have any suggestions for future event topics?

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- Do you have any additional comments/feedback?

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Optional: Contact Details

- Your Name:
- E-mail:
- Phone Number: