

**Note: this template is set to view-only. You can download it or make a copy in order to edit it to make it your own**

# Event Evaluation Form Template

Thank you for attending [Event Name]. Your feedback is highly valuable in helping us improve future events.

Demographic information (optional)	
What industry or profession do you work in? (Open-ended)	
How old are you?	

Event overview	Excellent	Good	Average	Poor	Very Poor
How would you rate the event overall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the communication before and during the event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sessions & content	Very Relevant	Relevant	Neutral	Not Relevant
How relevant was the content of the sessions to your interests or needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the sessions allow for enough interaction (Q&A, polls, discussions, etc.)?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
[If no, how could we improve this?]				

Logistics & venue	
How would you rate the venue?	
Was the event venue accessible to you?	
How would you rate the food and beverage options provided?	

Overall satisfaction		
Would you attend a similar event in the future?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would you recommend this event to others?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Why or why not?		

Suggestions for improvement	
What can we do to improve the event for next time?	

*Thank you for taking the time to complete this evaluation. Your feedback is important to us and will help us improve future events*