

INSERT CHURCH
LOGO HERE

EVENT EVALUATION

Thank you for helping us to improve our church events. Please share what you learn with your church leader. Thank you!

Church Event	Date of Event
Event Director	Date of Evaluation

EVALUATION QUESTIONS

How was the event promoted?
How was the event organized?
How were responsibilities delegated?
How did the team communicate?
What was the purpose of the event?
Was the purpose accomplished? How?
Were any positive comments made about the event?
Were any negative comments made about the event?

WHAT WOULD WE DO AGAIN

Preparation
During the event
Clean up
After the event

WHAT COULD WE IMPROVE

Preparation
During the event
Clean up
After the event

ADDITIONAL COMMENTS

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If necessary, please use additional sheets of paper to give us your complete information.