

# QUICK TIPS

## SAMPLE PARTICIPANT EVALUATION

In order to give us ideas for future events and improve our programming efforts, please complete the following evaluation and return it before you leave. Thank you!

\_\_\_\_\_  
Program/Event

\_\_\_\_\_  
Date

What part did you enjoy most?

What improvements would you suggest?

How did you hear about this event?

- flyer, poster
- newspaper
- friend
- other \_\_\_\_\_

Are you glad that you attended this event? \_\_\_\_\_

Comments:

Would you like to help in the planning of an event? \_\_\_\_\_

If yes, please give your name and where we can reach you.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

Comments:

Thank you!!

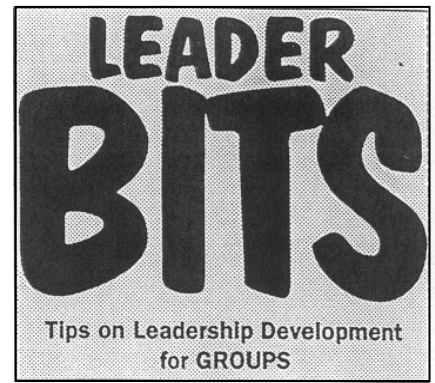
**LEADER  
BITS** are available on  
the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
  - Group Performance*
  - Individual Performance*
  - Meeting Evaluation*
  - Program/Event Evaluation*
- Financial Series
  - Budgeting Organization Money*
  - Corporate Sponsorship*
  - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER  
BITS** is a publication of  
the Student Involvement &  
Leadership Center (SILC). Copies  
are available in SILC, 400 Kansas  
Union, 864-4861.

SILC staff offers programs and  
consultation in these and other  
areas of personal and  
organizational leadership.

Revised: June 2005  
The University of Kansas



## EVALUATION SERIES

P  
R  
O  
G  
R  
A  
M  
And  
E  
V  
E  
N  
T

# PROGRAM and EVENT EVALUATION FORM

Event \_\_\_\_\_ Speaker/Talent \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_  
Other specifics \_\_\_\_\_

## Budget

Source of Funds \_\_\_\_\_  
Starting Balance \_\_\_\_\_  
Income \_\_\_\_\_  
Ticket price \_\_\_\_\_  
Tickets sold \_\_\_\_\_  
Expenditures \_\_\_\_\_  
Ending Balance \_\_\_\_\_  
Comments: \_\_\_\_\_

## Attendance

Target Audience \_\_\_\_\_  
(all students, freshmen, women, etc...)  
Anticipated # \_\_\_\_\_  
Actual # \_\_\_\_\_  
Volunteers (#) \_\_\_\_\_  
Comments: \_\_\_\_\_

## Promotion

Types used:  
Ads \_\_\_\_\_  
Banner \_\_\_\_\_  
Displays \_\_\_\_\_  
Flyers \_\_\_\_\_  
Info. Table \_\_\_\_\_  
Letters \_\_\_\_\_  
Press Releases \_\_\_\_\_  
Posters \_\_\_\_\_  
Visitations \_\_\_\_\_  
Other \_\_\_\_\_

Comments: \_\_\_\_\_

## Legal Logistics

Contract \_\_\_\_\_  
Insurance \_\_\_\_\_  
Security \_\_\_\_\_  
Comments: \_\_\_\_\_

## Event Specifics

(where appropriate, note amount and satisfactory-S/unsatisfactory-U)

Equipment  
Tables \_\_\_\_\_  
Chairs \_\_\_\_\_  
Stage \_\_\_\_\_  
Sound system \_\_\_\_\_  
TV/VCR \_\_\_\_\_  
Overhead \_\_\_\_\_  
Slides \_\_\_\_\_  
Other \_\_\_\_\_

Program \_\_\_\_\_  
Food  
Concessions \_\_\_\_\_  
Meals (b/l/d) \_\_\_\_\_  
Location \_\_\_\_\_  
Clean-Up \_\_\_\_\_  
Speaker/Talent Arrangements  
Housing \_\_\_\_\_  
Meals \_\_\_\_\_  
Press Conf. \_\_\_\_\_  
Reception \_\_\_\_\_  
Comments: \_\_\_\_\_

## Co-Sponsors

## Thanks/Recognition

Notes sent: \_\_\_\_\_

## Committee/Volunteer Recognition:

## Overall STRENGTHS:

## Areas to IMPROVE and Specific Suggestions for Improvement:

## General Comments:

\_\_\_\_\_  
Chair  
\_\_\_\_\_  
Advisor  
\_\_\_\_\_  
Date