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
### PROGRAM and EVENT EVALUATION FORM

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>Speaker/Talent</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>Other specifics</td>
<td></td>
</tr>
</tbody>
</table>

#### 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**:  

#### Event Specifics
- **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
- **Notes sent**:  

#### Legal Logistics
- **Contract**:  
- **Insurance**:  
- **Security**:  
- **Comments**:  

#### Overall STRENGTHS:

#### Areas to IMPROVE and Specific Suggestions for Improvement:

#### General Comments:
- **Chair**:  
- **Advisor**:  
- **Date**:  

#### Committee/Volunteer Recognition:

### Thanks/Recognition
- **Notes sent**:  