



Evaluation Sheet

Event Name: _____

Event Date: _____

What day of the week was the event: _____

Start Time: _____ End Time : _____

Event Budget : \$ _____

Event Location : _____

Estimated Attendance : _____ 명

How many people/groups have participated in this event? _____

What was the purpose or goal of the event?

Where there other events on church during, or overlapping our events? If so, what were they?

Divide the event budget by the estimated attendance. How much was spent per person? \$ _____

Was the amount of money spent versus the attendance worth the time and effort?

What would you change about the event or planning?

What worked well?

What didn't work well?

Is there anything you would like to add?