

## Post-Evaluation Checklist

1. Did we meet our goals/objectives with this event?
2. Did we meet our budgetary goals?
3. Did we have enough volunteers for the event?
4. Did we execute the program in a professional manner?
5. Would we bring this performer/speaker/vendor in again?
6. Did we have enough advertising/PR for the event? How could we have made this better?
7. Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
8. What could we have done differently to make the event better/more productive?
9. How does this program allow us to grow as a group, officers, and leaders? Was it a good program?
10. Would we execute a similar program in the future? What changes would we make?
11. Who attended? Where did they come from? How did they hear about event?
12. How will we follow up with attendees? Who will b
13. Who will be responsible for attendee data entry? How will we follow up with them?  
Who will be responsible for follow up?