



POST-EVENT EVALUATION QUESTIONS:

A few weeks after the event is over is a good time to sit down with your key volunteers or committee chairs and discuss the following questions. Be sure to take notes to review prior to planning next year's event!

- I. Did we meet our goals/objectives with this event? Did it live up to our expectations?
- II. Did we meet our budgetary goals?
- III. Did we have enough volunteers for the event?
- IV. What could have been done differently to make the event better/more productive?
- V. Did we have enough advertising/PR for the event? What could have made this better?
- VI. Did we execute the event in a professional manner?
- VII. Did we face any challenges with the event? What could have been done differently?
- VIII. Would we plan the same event in the future? What changes would we make?
- IX. What was the 20% that each volunteer did that achieve 80% of their results?
- X. What is the 20% of their work that each volunteer delivered the least in terms of results?
- XI. How many total hours did volunteers contribute overall?
- XII. What tasks could we change for the next event, or outsource, or automate?
- XIII. How can tracking and measurement be improved for next year?
- XIV. Are we happy with the results?