

Measure of Success

FAAR post event, program, project evaluation



Event Name _____

Event Location _____

Event Objective _____

Attendees – Total _____ Advance Registrations _____ Expectations Met (Y/N) _____

Explanation (not required) _____

Total Cost of Event _____ Net Proceeds _____

Cost effectiveness— Stayed in Budget (Y/N) _____ Was cost proportionate to value? (Y/N) _____

Explanation (not required) _____

Did the venue meet expectations? (Y/N) _____

Explanation (not required) _____

Feedback —Were evaluations/feedback positive enough to warrant offering it again? (Y/N) _____

Were the participants canvassed post event, project, program to evaluate the effectiveness? (phone calls, survey, evaluation form, etc.) (Y/N) _____

Feedback from post-event outreach (not required) _____

What communication tools were most effective?

Social media ___ Flier ___ Website ___
Video ___ Email ___ Word of Mouth ___

Explanation (not required)

What would you do differently to ensure a better success?