



# Event-in-a-Box

## Section III: Program or Event Evaluation

Duplicate or download this evaluation form as a self-study on a just-completed program, project or event. This exercise is offered as a tool to help you identify ideas and develop strategies to facilitate successful – and less stressful – program and event management.

Same time, next year? Maybe, maybe not. K-State Research and Extension programs, projects and/or events may be seasonal, semi-annual, annual or, like recent Centennial celebrations, once-in-a-lifetime opportunities. If, as some might say “hindsight is 20-20,” what would you – or could you – do differently to improve the program, project or event?

Name of event: \_\_\_\_\_

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Person responsible: \_\_\_\_\_

Partners:  
\_\_\_\_\_

Key objective(s) or long-term intended outcomes:  
\_\_\_\_\_

Do you feel that you met your objective and/or moved toward your long-term intended outcomes?

If yes, why?

If no, why not?

Target audience: \_\_\_\_\_ Actual attendance: \_\_\_\_\_

What do you feel was the **most** successful part of this program or event?

What do you feel was the **least** successful aspect of this program or event?

If offering the program or event again, what would you do differently?

Have you written your thank-you notes?