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**[*Department Name*]**

**Event Evaluation**

**Name of Event:**

**Date of Event:**

**Location of Event:**

**Brief Description of Event/Purpose:**

**How many were served (who were they):**

**Increase/decrease in participants from last event:**

**Sponsors of event:**

**Lead person**:

**Cost of event (estimated):**

**Funding sources for event:**

**Participant Evaluation:** If a survey or evaluation form for event participants was distributed, please attach a copy**.**

* **What did the participants find most valuable about the event?**
* **What suggestions did participants make for future events?**

**Event Summary**

* **What worked well?**
* **What needs to be strengthened/improved?**

**Anticipated date for next event:**

To be completed within one week of event and submitted to the appropriate Dean and/orVP