



SAMPLE ONLY

Event Evaluation Form:

1. *Event Details*

Date: _____ Place: _____ Time: _____

Number who Attended: _____

2. Was this: as expected less than expected better than expected?

3. Can you explain why you felt attendance was high or low?

4. Did you: make budget go over budget or go under budget?

5. Where were you over and why? OR

6. Where were you under and why?

7. Describe the media coverage (if any) you received **prior** to the event:

8. Value of media coverage? Did it bring people to the event?

9. Did you have media **attend** your event? If so, how was the coverage?

10. What feedback did you receive from people who attended the event?

11. What are your recommendations for next year:

12. Was the Oak Bay Centennial committee helpful? Please provide examples where they helped or could have helped your event more.

**Please mail this form to:
(address to come)**