

Event Planning Evaluation

Name: _____
(Optional)

Department: _____

1. Please evaluate the following areas:	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
The course was well organized.	4	3	2	1	_____
The amount of material covered was appropriate for the course.	4	3	2	1	_____
The depth of the material was appropriate for the course.	4	3	2	1	_____
My questions were answered properly.	4	3	2	1	_____
The workshop started and ended as scheduled.	4	3	2	1	_____
The materials/visuals were appropriate and helpful.	4	3	2	1	_____
The topics covered were relevant to your work.	4	3	2	1	_____
The training met my expectations.	4	3	2	1	_____
The objectives were clearly stated.	4	3	2	1	_____

2. Provide feedback on the pace of the presentation and level of the material by selecting the appropriate choice:

PACE: too slow too fast just right

LEVEL: too simple too technical just right

CONTENT: Not enough too much just right

Comments

3. What are two of the most important tools you took from the workshop?

4. What could be improved, added or removed from this workshop?

5. Was the time frame of this training convenient to your schedule needs?

Yes No (if no, please comment) _____

Over please →

6. What other workshops would you like to see scheduled in the future from Conference & Event Services?

7. Would you like a staff member from Conference & Event Services to contact you to schedule time to work on your event planning?

Yes No

8. Please list any general comments or feedback.

Thanks for your feedback; we will use this to continually improve our trainings!