

Free Event Evaluation Template

Event Name:

Event Date:

Event Location:

Rate the event on the following criteria:

Aspect/Criteria	Outstanding	Very Good	Satisfactory	Needs Improvement
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐
	☐	☐	☐	☐

Which session or activity did you find most beneficial or inspiring?

Were there any challenges or areas that didn't meet your expectations?

Any additional comments or suggestions?