

Living Word Christian Center

Event Evaluation Sheet

(For your records only)

This Event Evaluation Sheet was designed as a tool to help you and your teams to more efficiently track the success or un-success of your event. By bringing your team together to discuss your event, our prayer is that this will develop a stronger team.

This is how it works: After each event sit down with your spouse and key leaders in your event. Talk about what worked and what didn't, filling out this sheet will help you to ask the right questions. Save this Evaluation Sheet and bring it up on your next event, whether it is the same event or not, this sheet will help you be more efficient and successful on your next event.

Note: *The more notes you take the stronger you will grow as a leader! All questions need to be discussed by team (use discretion; remember only key leaders of your team, you may need to meet individually with others of your team). Feel free to use another sheet of paper if not enough room is provided.*

EVENT: _____

Time of event? _____ Did that time work? _____

Day of week? _____ Did that time work? _____

Month of event? _____ Did this event conflict with anything & what? _____

Cost of event? _____ Do we need to charge & how much? _____

What were our costs? _____ How can we lower our costs? _____

Did we spend our money wisely? _____

Did we buy enough (food-supplies)? _____

How many people where we expecting? _____ How many people showed up? _____

How can we prepare better for people attending? _____

What facility did we use? _____ How did it work? _____

Do we want to use a different facility? _____ Where? _____

How was our schedule? _____

How can we improve our schedule? _____

How did we advertise? _____ How can we advertise better? _____

(Look at your advertisement flyer and make changes, attach to your Evaluation Sheet)

Did we meet all facility requirements (setting up, clean up, childcare)? _____

Did we provide childcare? _____ How did that go? _____

Do we need childcare? _____ How can we make childcare better? _____

Who did childcare? _____ How did they do? _____

Any complaints about childcare? _____

Did we pay our childcare worker? _____ Do we need to? _____ How much? _____

Were there any complaints about your event?
(Discuss them and make adjustments if needed)

How well did we communicate to church office? _____

How well did we communicate to the appropriate church staff? _____

How can we communicate better to church (office or staff)? _____

Did we give ourselves adequate time to prepare for this event? _____

As a leader, did I build a team of people to help me? _____

Who were they? _____

Were they an asset to this event & how? _____

What were the jobs you needed for this event? _____

How well were their jobs done according to the expectations? _____

(You need to discuss each job, which person did it, and evaluate each person's job performance. Keep this clean. A good team should be able to discuss and receive constructive criticism; if not maybe that person isn't the best for your team)

As a leader, how well did you communicate to your team? _____

(Through training, meetings, etc.)

Did everyone know clearly their job expectations? _____

How can I communicate more clearly or better? _____

As a leader, did I use each team member in their natural strengths? _____

Is there anything else we need to change in this event? _____

Any extra notes: _____

