SAMPLE
PROGRAM PARTICIPANT EVALUATION

CIRCLE K CLUB
APRIL 30, 2008
6 PM
AWARDS BANQUET EVALUATION FORM

Thank you for taking the time to help us evaluate our program.

Event: ___________________________________________ Date: ________________________

Please rate the items below according to the following scale:

1 = Outstanding  2 = Very good  3 = Average  4 = OK  5 = Poor

____ Invitations/Publicity (Timeliness, Theme, Directions)
   Comments: ________________________________________________________________

____ Thematic Decorations
   Comments: ________________________________________________________________

____ Facility (appropriate for the event, room size, set up, temperature, accessibility)
   Comments: ________________________________________________________________

____ Food/Refreshments
   Comments: ________________________________________________________________

____ Program (awards presentations, entertainment, speakers)
   Comments: ________________________________________________________________

____ Overall Rating
   Comments/Recommendations: ________________________________________________

THINGS TO INCLUDE IN YOUR PROGRAM PARTICIPANT EVALUATION:

• Keep It Simple (make sure it can be completed quickly and easily)
• The following items must be on the form:
  o Name of the Event
  o Date of the Event
  o A rating system (i.e. Outstanding – Poor)
  o What it is you would like to get feedback on, specifically (see above)