

Project/Event Planning and Evaluation Sheet

Project/Event _____

Project/Event Date _____

Project/Event Chair/Committee Members _____

Date planning began _____

Pre-planning activities _____

When/Where/How did you advertise the event? _____

What supplies were needed and how did you acquire them? _____

Day of event activities and time required _____

Post event evaluation--What worked? What didn't work? What you would do differently? Advice for next chairperson!! _____

Please be as specific as possible to help next person running this event! This form is due to th within a week of your event/project ending!!