

# HLC Event Evaluation

Name: \_\_\_\_\_

House: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Projected Cost of Event (from Event Planning Guide)

\$ \_\_\_\_\_

Actual Cost of Event:

\$ \_\_\_\_\_

Briefly describe your event:

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How many people attended your event? \_\_\_\_\_

How did you advertise your event? \_\_\_\_\_

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What did you need for this event? List supplies, food, performers, resources, etc., that you used for this event:

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What do you think was the most successful part of your event?

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What would you have done differently?

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Overall how would you rank this event?

(1 = not successful at all, 10 = very successful -everyone should do this event!)

1            2            3            4            5            6            7            8            9            10

On the back please supply a brief budget breakdown of the event.