



Today's Date: \_\_\_\_\_

# Post Event Evaluation

Please submit this form to the Executive Pastor or Ministry Center

## I. Attendance: Enter count of attendees by gender.

|      |        |  |
|------|--------|--|
| Male | Female | Percent or Count   |
|      |        | <input type="checkbox"/> % or <input type="checkbox"/> # |

## II. Ages of Attendees: Enter count or percentage of attendees by age.

|            |       |       |       |       |     |  |
|------------|-------|-------|-------|-------|-----|--|
| 19 & under | 20-29 | 30-39 | 40-49 | 50-59 | 60+ | Percent or Count   |
|            |       |       |       |       |     | <input type="checkbox"/> % or <input type="checkbox"/> # |

## III. Event Recap Questions:

Yes    No

    1. Was there a 'Welcome Committee' at the event?

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    2. Were the new people identified in the sign-up process?

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    3. Did you conduct a survey & determine the analysis?

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    4. Was there a post event team discussion?

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    5. Were event pictures sent to [marketing@newhopehk.org](mailto:marketing@newhopehk.org)? Was a photo release disclaimer provided at the event?

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    6. Were you able to send "Thank you" within one week after the event?

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    7. Were you able to offer an invitation to church within two weeks after the event?

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    8. Were you able to offer an invitation to another church service or ministry event within three weeks after the event?

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IV. Evaluation:

1. What are some of the things that went right?

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2. What are some of the things that went wrong?

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3. What was the feedback?

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4. What would you do differently?

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5. Were you within budget?

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6. Comments:

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