

Post Event Evaluation

Please submit this form to the Executive Pastor or Ministry Center

I. Attendance: Enter percent or count of attendees by gender.

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

II. Ages of Attendees: Enter percent or count 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?

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

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

 4. Was there a post event team discussion?

 5. Did you email event pictures sent to marketing@newhopehk.org? Was a photo release disclaimer provided at the event?

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

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

 8. Were you able to offer another invitation three weeks after?

IV. Evaluation:

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

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

3. What was the feedback?

4. What would you do differently?

5. Were you within budget?

6. Comments:
