



Post-Event Evaluation

Sport Club: _____ **Event:** _____

It is important to evaluate events once they have taken place to determine their value to the club. These steps will help you identify unforeseen problems, procedures that went well/poorly, etc. The purpose of the evaluation is to help clubs plan similar events in the future, and to make any necessary changes.

1. Was the event successful?

Discuss/consider the following:

- ✓ What is the standard for success? (Profit, participation, etc.)
- ✓ What made the event successful or unsuccessful?

2. What could be done to improve the event?

Discuss/consider the following:

- ✓ Any ideas for future officers planning the event?
- ✓ Recommendations for future events?

3. What were some unforeseen events that happened?

Discuss/consider the following:

- ✓ Unforeseen risks associated with the event?
- ✓ Unforeseen costs associated with the event?

4. Based on this evaluation, should the club continue to hold the event? Why?

Other Comments (continue on back if necessary):