

Process Page Evaluation Form

Please submit an evaluation of the program/event as soon after the event as possible.

Date of Event_____ Date of Evaluation_____ Event Name_____

How well did the event meet expectations and goals (i.e. attendance, budget, leadership, impact)?

If you were to do this event/program again what changes would you make?

Any other comments or advice for the next time this event/program might be held?

Your name:_____

Please give this form to Jean Coyne via email (jcoyne@gracehudson.org) or put in her mailbox in the reception area beside the water cooler.

Thank you for your help.

Jean Coyne (978-562-8550 ext. 110)