**Evaluation Form**

|  |
| --- |
| **Event**  |
| Event name, date & time, location & format (In-person/online/Hybrid).  |
| **Purpose and brief description** |
|  |
| **How we met our objectives** |
|  |
|

|  |  |  |
| --- | --- | --- |
| **Objectives** | **KPI** | **How was this met?** |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| **Post event report**  |
|  |
| **Attendee analysis** |
| *External/internal split may not be available for online events.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Tracked attendees** | **Target** | **Actual** | **On track?** |
| **External** | **X** |  | *Met/exceeded/under* |
| **Internal** | **X** |  |  |
| **Live online viewers** |
|  | **X** |  |  |

 |
| **Positives** |
|  |
| **Learning points** |
|  |
| **Specific Feedback** |
|  |