

Event Name insert city and date

Participant Evaluation Form

Thank you for participating in *Event Name*! We greatly value your feedback as it will help us to improve future events and offer more value to participants. We thank you in advance for taking the time to answer the following questions!

Outcomes

Did this event change your thinking about TOPIC OR TOPICS HERE? If so, how? If not, can you elaborate?

What were the two or three most useful things for you about the event?

- 1.
- 2.
- 3.

How do you see yourself applying what you've learned at the event?

Would you recommend the *Event Name* to other people? If so, what would you say?

Agenda

Was the agenda format too structured, too unstructured, or just right?

Which session offered you the most benefit?

Which session offered you the least benefit?

What was not covered at the sprint that you would have like to see included in the agenda?

Was the wiki a useful part of the event? Do you see yourself using it in the future?

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Logistics

Please rate the following statements on a scale of 1 to 5, where “1” means “strongly agree” and “5” means “strongly disagree:

	<-- Agree	Disagree -->
The event venue was appropriate	___ 1 ___ 2 ___ 3 ___ 4 ___ 5	
The food and beverages met my needs	___ 1 ___ 2 ___ 3 ___ 4 ___ 5	
The pace of the day was comfortable and effective	___ 1 ___ 2 ___ 3 ___ 4 ___ 5	

How did you like the facility and support in this event venue??

In what ways did the environment and work furniture help facilitate your work?

How could we improve this event facility?

Would you be interested in using this facility again in the future?

Other Questions

Who was not here who should have been here?

What other suggestions might you offer the event organizers and facilitators to improve on future events like this?

Please tell us who you are (circle one)

Developer Nonprofit/NGO staff Other, please specify _____