

LBPTA Event Evaluation Form

1. Title and date of event _____

2. Name of event chairperson _____

3. Estimated attendance _____

4. Describe the event and any new or special features.

5. Identify event highlights or things that went particularly well.

6. Identify any areas of concern.

7. Is there anything you recommend doing differently next year?

8. Attach budget-to-actual expenses.