

EVALUATION AND CONSIDERATIONS FOR NEXT YEAR

(Part 2)

Summary notes and suggestions for next year's program/event.

Anything about this program/event that was particularly good or troublesome? What did and did not work well?

What was your timing on communications? Was it too early or too late? Any lessons learned for next year?

Event Execution – How was participation/attendance? (Be specific if possible.)

Other successes and “gotchas” for this event? Anything you'd do differently? Anything that worked particularly well?

Any feedback from staff, administrators, or families?

Should we run this event again next year?

Did you remember to attach flyers, contracts, and all printed materials to this form?