

Event Planning

Evaluate the Event

Evaluation is the process of “checking-in” on your Venture. Through evaluation, your team can celebrate your strengths and identify weaker areas so they can be fixed. Through thoughtful evaluation, your events have the possibility of becoming more and more successful each year. Below are some things to consider as you evaluate:

Evaluate as a team. Take time to meet shortly after the event to discuss how it went while the details are fresh. To evaluate the event as a whole, use a simple “plus/delta” chart (delta - Δ - is the Greek symbol for “change”). Starting with the “plus” column, ask your team, “What worked well?” Write down their answers. Then ask, “What would you like to have seen done differently?” Again, write down their answers.

+	Δ
“What worked well?”	“What could be changed?”
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For more specific feedback, you may want to discuss such questions as:

- Did the event fulfill its goals and objectives? Why or why not?
- What items were missing on the checklist?
- What was the informal and formal feedback about the event?
- Given all that went into staging the event, was it worth doing?

Record evaluation results. Use the Youth Venture tip-sheet titled “[Event Summary Form](#)” to record your team’s thoughts on the event. Keeping track of lessons learned will improve future events.

Ask participants for feedback. Find out participants’ thoughts on the event by talking to them or by handing out a survey. The Youth Venture tool “[Sample Event Survey](#)” provides an example of a survey that you may want to give to participants at the end of an event.

More YV Tip Sheets

Check out these additional YV Tip Sheets:

- [Sample Event Survey](#)
- [Event Summary Form](#)