

Critiquing Your Event

Was it a good choice?

Did it attract the audience you targeted? If not, why?

What could be changed to improve it?

Did you achieve your goal(s)?

Were all emergencies handled in a professional and timely manner?

Budget

Did you stay within your guidelines?

Does the amount you raised warrant repeating such an event?

Were there items missing from the budget? If you were to do this again, how could you cut expenses? Is there anything you might want to add? Were there any financial surprises?

Event Management

Was your manager able to handle all aspects of the event? Emergencies? Personalities? Contract negotiations? Delegation of authority? Available as problems arose?

Committees

Did each complete assignments?

Were tasks done in a timely manner and within the budget?

Did the chairperson communicate regularly with the events manager?

Were there sufficient numbers of people on each committee?

Did the committees meet regularly? Have a sufficient number of meetings?

Location

Was your site the best suited for the event?

Should it be larger or smaller? Was weather a consideration? The available equipment adequate (enough tables, chairs, kitchen facilities)?

Was parking adequate?

Entertainment

Did it enhance the event? Was it appropriate?

Was it within the budget?

Were the sound and light systems adequate and functioning?

Were all the contracts properly negotiated?

Food/Service

How was the presentation?

Was there sufficient food and beverages?

Was staff sufficient, personable and efficient?

How would you rate the service?

Was the budget adequate?

Publicity

Did you have sufficient lead time to produce the publicity you wanted?

Did publicity get to the right sources?

What other sources did you need?

Were sufficient mailings sent out and in a timely manner?

Was there good follow-through?

Were the mailing lists up-to-date?

Registration

Did it go smoothly?

Did you have adequate staffing?

How could it be improved?