

### ΧΨΩ Event Planning and Evaluation Form

Name of Event: \_\_\_\_\_

What are your goals and objectives for the event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will attend or participate? \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

#### Task & Contact Manager

<i>Task</i>	<i>Person Responsible</i>	<i>Person to Contact</i>	<i>Phone #</i>	<i>Date Contacted</i>	<i>Next Contact</i>	<i>Date Due</i>	<i>Date Complete</i>
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
9)							
10)							
11)							
12)							
13)							
14)							
15)							
16)							
17)							
18)							
19)							
20)							

### Budget Manager

<i>Item</i>	Purchased from _____	Date Purchased	Cost	Amount Budgeted
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				

### Event Evaluation

Did the event reach its goals and objectives?

In what respects was the event successful? What went well?

How could we improve this event if we do it again in the future?

What did we learn from planning and putting on this event?