

JPA EVENT EVALUATION FORM

EVENT _____ DATE AND TIME _____
NUMBER EXPECTED _____ NUMBER ACTUALLY ATTENDED _____
COMMITTEE MEMBERS AND NUMBER OF VOLUNTEERS _____

LOCATION _____

DEADLINES TO BE MET INCLUDING ADVERTIZING AND PROMOTIONS _____

DESCRIPTION OF EVENT, ADMISSION FEES _____

FOOD-REFRESHMENTS SERVED _____

DECORATIONS _____

EXPENSES: ITEMS PURCHASED AND COSTS (INCLUDE RECEIPTS, STAPLED TO THE REIMBURSEMENT FORM) _____

ITEMS FROM JPA CLOSET USED _____

DONATED ITEMS AND DONOR _____

SETUP REQUIREMENTS: EQUIPMENT NEEDED AND WHERE IT CAME FROM, TIME STARTED, WHAT WAS DONE, NUMBER OF VOLUNTEERS AND HOW THEY WERE USED _____

EVENT REQUIREMENTS: NUMBER OF PEOPLE NEEDED AND HOW THEY WERE USED _____

CLEANUP REQUIREMENTS: NUMBER OF PEOPLE NEEDED _____

COMMENTS AND SUGGESTIONS FOR NEXT YEAR _____

PLEASE REMEMBER TO SEND THANK YOU'S TO ALL VOLUNTEERS. ATTACH ANY ADDITIONAL INFORMATION THAT MAY BE OF HELP NEXT YEAR. RETURN TO THE VICE-PRESIDENT WITHIN 30 DAYS AFTER YOUR EVENT. THANK YOU FOR A GREAT JOB!!