**[Org Name Event Evaluation]**

|  |  |
| --- | --- |
| Name of Event: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| I felt adequately prepared for my role at the event. |  |  |  |  |  |
| Communication from the event organizers was clear and timely. |  |  |  |  |  |
| The event logistics were well-coordinated. |  |  |  |  |  |
| I had access to all the resources needed to perform my duties effectively. |  |  |  |  |  |
| The event ran smoothly from my perspective. |  |  |  |  |  |
| The workload was reasonable and manageable. |  |  |  |  |  |
| I felt appreciated and valued for my contribution. |  |  |  |  |  |
| There was effective teamwork and collaboration among staff. |  |  |  |  |  |
| I understood the overall goals and objectives of the event. |  |  |  |  |  |
| I would be willing to participate in future events. |  |  |  |  |  |

What aspects of your role or the event could be improved for future events?

Were there any specific challenges you faced in carrying out your role during the event? If so, how could they be addressed in the future?

What were the most rewarding aspects of your experience at this event?

Do you have any suggestions for enhancing staff coordination and communication?