

**EVENT EVALUATION SUMMARY REPORT**

*To be prepared by the event chair/responsible party immediately after event  
and provided to ministry chair/responsible party.*

**Date** \_\_\_\_\_

**Event** \_\_\_\_\_

**Ministry** \_\_\_\_\_

**Event Budget**                   \$ \_\_\_\_\_

**Amount Spent**                   \$ \_\_\_\_\_

**Under/Over Remaining**   \$ \_\_\_\_\_

**What went well:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What didn't go well:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Suggestions to help improve:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_