

**Name of Organization**  
**Name of Event/Conference/Workshop**  
**DATE**

**EVALUATION FORM**

1. How would you rate these elements of the (event, conference, workshop): 1= poor, 3=average and 5 = excellent?

- Overall format \_\_\_\_\_
- Overall flow and pacing \_\_\_\_\_
- Use of breakout groups for discussions \_\_\_\_\_
- Ability of people to work together \_\_\_\_\_
- Timing/length of breaks \_\_\_\_\_
- Room \_\_\_\_\_
- Coffee/Snacks \_\_\_\_\_

2. What do you consider the most valuable aspect of this (event, conference, workshop)?

3. What was the least valuable aspect of this (event, conference, workshop)?

4. Please comment on the quality of facilitation.

5. Please offer any other comments to help assist in planning other (events, conferences, workshops) (use other side if necessary)