

GFWC-WI Pleasant Prairie Woman's Club

Project/Event Evaluation Form

We want to know the who, why, when, what, where and how!

Name of who filled out reporting form? _____ Report date: _____

Community Service Project Department or Event _____

Committee Chair(s) _____

When: Date(s) of event _____ Time: _____

Why: did the PPWC participate in this event, i.e. monthly meeting, fundraiser, community service, etc... _____

Where: the event was held _____

Goal, Topic or Theme of event _____

Guests Speaker: Name & Topic _____

How many: number of PPWC members in attendance at a meeting or participating _____

How many hours preparing and participating in the event? _____

Did your committee meet outside of the monthly meeting? ___ If yes how many times ___

Any money earned? \$ _____ Number of Guests in attendance _____

Any outside publicity, if yes list _____

Is it a GFWC partner? _____ Would you do this project/event again? _____

In kind donations- list with an approximate value:

Cash donations: \$ _____ Weather conditions: _____

On a scale of 1-5 with 1 being poor and 5 being excellent- rate the success of your event?

Explain why you gave your rating _____

What did you like best about your event?

What could be improved on?

Anything funny or unique that happened -please share.....

***If you don't know how to answer please ask and I will try to help. Please feel free to write on back of this sheet or add other supporting information!**