Post Initiative Evaluation

Evaluate your event/initiative. Do this as soon as possible after the event/initiative so that the details are fresh in your mind. If several UDRs were involved in the planning, plan a short meeting to evaluate the event as a group. Write down notes that can be referred to when planning future events and can be utilized to complete required UDR Activity Reports.

- Did we meet our goals/objectives with this event/initiative?
- Did we meet our budgetary goals?
- Did we have enough volunteers for the event/initiative?
- What could we have done differently to make the event/initiative better/more productive?
- Did we have enough advertising/PR for the event/initiative? Are there areas for improvement?
- Did we execute the initiative in a professional manner?
- Did we face any group conflict with this initiative? What was it? How was it resolved? What could we have done differently?
- Would we bring this vendor/performer/speaker in again? Was it worth it?
- Would we execute a similar initiative in the future? What changes would we make?