CAMPUS TEAM FACILITATOR KIT

Event Evaluation Template

Facilitator Tip: Be sure to modify the text in brackets to reflect the event and your campus needs.

Date:
Name:
Email Address:
Event:

1. Today's event was intended to provide an opportunity for participants to interact with each other as well as to share and create content and innovative technologies. Please tell us how you would rate the following					
	Not at all satisfied	Somewhat unsatisfied	Somewhat satisfied	Very satisfied	Not applicable
Meeting format					
Length of program					
Time of Day					
Length					
Content					
Presenter					
Workshop materials					

2. For any of the items above that you rated less than "satisfied," please comment:

3. Of the topics and learning experiences that we covered today, which were most useful to you?

4. Briefly describe some ways that you might consider using [insert topic, tool, strategies or other content here] that we learned about today.

5. In what specific ways might [insert your unit's name here] directly support your interests in the area of

[insert topic areas] in the future?

Please suggest other topics in which you might be interested in the future:

Additional comments:

Note on survey tools:
Check with your institution (for instance, Institutional Research or Institutional Effectiveness office) about recommended tools and methods for surveys. Some popular online tools include:

- SurveyMonkey: http://www.surveymonkey.com/
- Surveygizmo: http://www.surveygizmo.com
- Zoomerang: http://www.zoomerang.com
- Free Online Surveys: http://freeonlinesurveys.com/
- Polldaddy: http://www.polldaddy.com/