



## Club Sports Post Event Evaluation

*It is important to evaluate events once they have taken place to determine their value to the club. These steps will help identify unforeseen problems, procedures, etc. which went well/poorly. The purpose of the evaluation is to help clubs plan similar events in the future and make any necessary changes.*

*Clubs should save this completed evaluation for the club's own record and submit to the Competitive Sports Office within 1 week of the event's conclusion.*

Club Sport:

Event Dates:

Event Name:

- Was the event successful?
  - *What is the measured standard for success? (profit, participation, club promotion, etc.)*
  - *What specifically made the event successful or unsuccessful?*
  
- What could be done to improve the event?
  - *Advice for future officers, scheduling, recommendations to expand event, marketing, etc.*

- What were some unforeseen situations?
  - *Risks, costs, miscommunication, weather, etc.*
- Based on the evaluation, should the club continue to hold the event? Why?
- Additional comments/suggestions.
  - *Communication with visiting teams, equipment URec can purchase to help your event in the future, Competitive Sports Staff involvement, etc.*