How Did It Go?
activity evaluation sheet

Instructions: Completed after an activity to evaluate how it went, record participants’ responses, and make any recommendations for the next time the activity is presented.

The Activity: ________________  Date: ______  Scheduled time: ______  Location: _______

Staff facilitator/person responsible: __________________________________

Present throughout the activity?  Yes ☐  No ☐  If no, reason: _______________________________

Did the activity begin on time?  Yes ☐  No ☐  If no, reason: _______________________________

Did the activity last for the scheduled amount of time?  Yes ☐  No ☐
If no, reason: __________________________________________________________________

Were there any problems before, during, or after the activity?  If so, explain.

Any comments by participants – positive or negative?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Any recommendations for next time?
________________________________________________________________________
________________________________________________________________________

Who came?  (Number _____)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Completed by: __________________________  (signature)  Date: _______________