

Event Evaluation and Closing Report

Event Name: _____

Event Date: _____

Chairman Name: _____

Email: _____

ATTENDANCE

Cub Scout Participants	M	F	Total
YOUTH			
Lions			
Tigers			
Bears			
Webelos			
Arrow of Light			
TOTAL CUB SCOUT YOUTH			
Cub Scout Parents / Leaders			
Cub Scout Siblings			
TOTAL CUB SCOUT ATTENDANCE			
Scouts BSA Participants	M	F	Total
Scouts BSA			
Leaders			
Other			
TOTAL SCOUTS BSA ATTENDANCE			
Crew Participants	M	F	Total
Crew Youth			
Crew Leaders			
Crew Other			
TOTAL CREW ATTENDANCE			
Post Participants	M	F	Total
Post Participants			
Post Youth			
Post Leaders			
Post Other			
TOTAL POST ATTENDANCE			
Staff	M	F	Total
Staff			
Youth Staff			
Adult Staff			
TOTAL Staff			

EXPLAIN ALL "NO" ANSWERS ON THE BACK OR ATTACH A SEPARATE SHEET	Yes	No
Evaluation of Facilities		
1. Was the site appropriate for this event?		
2. Were there adequate facilities available?		
3. Was parking managed well?		
4. Would you recommend this site for this event in the future?		
5. Was food service satisfactory for this event?		
6. Was there adequate sanitation facilities available?		
7. Were set up and clean up completed in a timely and efficient manner?		
8. Other(explain)		
Program Evaluation		
1. Was the program carried out as planned?		
2. Was the program well rounded to meet the needs of all participants?		
3. Was there a specific program for each level of the Scouting family in attendance?		
4. Was the timing of the program correct?		
5. Were the times at each station appropriate to accommodate all the participants?		
6. Should this program be repeated in the future?		
7. Was the fee sufficient to cover the expenses as outlined in the budget?		
8. Were there enough t-shirts, patches, supplies for the event?		
9. Other(explain)		
Staff Evaluation		
1. Was there adequate staffing for the attendance?		
2. Was there adequate supervision for the staff?		
3. Would you recommend the same staff for future events?		
4. Other(explain):		

Recommendations for next year:

If this event is to occur again, list potential event chairs: