



**Bard Office of Student Activities**

## **Post-Event Evaluation**

Once your event is over, take time to reflect. Ask yourselves the following questions. Write them down and save them for the next time you produce a program or event. Create a binder for your group's activities so that future members have a record of your work.

Did the event turn out the way you planned and envisioned it?

If not, why?

Was it better or worse than planned and envisioned?

What did we do well?

What could we have done better?

What was the audience reaction?

Should we do it again?

How much did it cost and was the cost worth the outcome?

**Bard OSA**, Bertelsmann Campus Center 218

[studentactivities@bard.edu](mailto:studentactivities@bard.edu)

845-758-7097