



Ministry and Event Evaluation

"True genius resides in the capacity for evaluation of uncertain, hazardous, and conflicting information." - Winston Churchill

EVENT DETAILS

Event Name: _____

Date: _____

Campus: _____

PRE-EVENT METRICS

How does this ministry/event fulfill the New Song mission?

What are your specific goals in attaining the above?

1.

2.

3.

What one thing are you expecting your attendees to walk away thinking/doing?

Date for Evaluation meeting: _____

Who has been/will be invited to the evaluation meeting:

(Include team leaders, and at least 2 attendees not on leadership team)

Staff Person Overseeing Event: _____

Team Leader:

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Team Members:

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Attendees:

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EVALUATION GUIDELINES

- Evaluation must be completed within 7 days of event.
- Copy of this form must be submitted to supervisor within 10 days of event.
- Be honest. Be bold. Be respectful.



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EVALUATION AREA	GOOD	NOT-SO-GOOD	MISSING	CONFUSING	ASSIGNMENTS
COMMUNICATIONS & MARKETING					
TEAM PERFORMANCE					
PROGRAM ELEMENTS					
STATED GOALS					
ATTENDANCE METRICS					
FOLLOW UP					