



American Baptist Churches USA Ministers Council 2020  
**EXCELLENCE IN MINISTRY PROGRAM**  
 POST- EVENT EVALUATION FORM  
 (*Facilitator*)

**EVENT DETAILS**

Name of Event	_____
Date(s) of Event	___/___/___ to ___/___/___
Organization Name	_____
Title/Responsibility	_____

**1. Number of Participants/Attendees:** \_\_\_\_\_

**2. Types of Advertising Used to Publicize the Event:**

- Flyers
- Posters
- Social Media    Type: **Face Book**\_\_\_ **Instagram** \_\_\_ **Twitter** \_\_\_ **LinkedIn**\_\_\_ **Eventbrite** \_\_\_
- Email/Listservs
- Mailers
- Give Aways
- Tabling at other Events
- Other

**3. Who Did You Target For This Event?**

- Local clergy (Senior Pastors and other Ordained clergy)
- Seminarians (if applicable to your area)
- Local Chaplains

**4. List or Describe What You Thought Was Successful and/or Worked Well:**

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**5. List or Describe What You Thought Was NOT Successful and/or Did Not Worked Well:**

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**6. List Your Suggested Actions/Recommendations of Improvement for Future Similar Events**

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**7. List or Describe What, In Your Opinion Was the Overwhelming Success(s) of the Event.**

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- 8. Please attach the following data to Your evaluation forms:**
- a. Copies of flyers disseminated to advertise your event**
  - b. Photographs of your event**
  - c. Completed participant evaluation forms**
  - d. Copies of participant registration forms**
  - e. Copies of participant sign-in sheet(s)**