



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

Post-Event Assessment Youth & Teen Programs

Name of Event:	
Date of Event:	
Organization(s):	

PLANNING

Committees, if any, may give individual debriefs here.

<ol style="list-style-type: none">1. How do you feel planning for the event went?2. Did we have enough meetings to discuss? How would you improve planning meetings?3. How was the communication from City staff? Did you get what you need?
Your Answer:

OUTREACH

<ol style="list-style-type: none">4. Did we use our marketing platforms to their fullest potential? Why or why not?5. Are there any marketing resources we did not use which we can use next time?6. How was our marketing timeline?7. What did you do to share the event?
Your Answer:



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

EVENT DAY

Committees, if any, may give individual debriefs here.

8. Overall, how did the event run?
9. Did the original plan change? If so, were the last-minute changes something we can anticipate or change for next year?
10. Did we have enough supplies?
11. Did we have enough staffing and volunteers?
12. Did we receive any community feedback? What was your perception of their enjoyment?

Your Answer:

OVERVIEW

13. Did we meet our event's objectives? Why or why not?
14. What resources (technological, personal, partnerships, human) can we use next year?
15. Have you received any event feedback from your peers?
16. Can we improve our event's goals and values? How?
17. What do you believe was successful or worked well?
18. What improvements can we make for next year?
19. Would you do this event again?
20. **Overall, how do you think the event went?**

Your Answer: