Project Evaluation Form Sample for Event Management

Use this **project evaluation form sample** to efficiently assess the success and areas for improvement in event management projects. It provides a structured way to collect feedback on planning, execution, and overall outcomes. This form is essential for enhancing future event strategies and ensuring client satisfaction.

Project & Event Details

Event Name	
Date	
Location	
Project Manager	

Evaluation Criteria

Criteria	Rating (1=Poor, 5=Excellent)	Comments
Event Planning & Coordination	1 ▾	
Communication	1 ▾	
Teamwork	1 ▾	
Execution (Logistics, Scheduling, etc.)	1 ▾	
Budget Management	1 ▾	
Client Satisfaction	1 ▾	

Overall Experience & Suggestions

Was the project successful? Please explain:

Areas for improvement / recommendations for future events:

Additional comments or feedback:

Submit Evaluation