Date Reviewed:

|  |  |  |
| --- | --- | --- |
| Event/Activity:        | Event Date:       | Time:       |
| Event Chair/Co-Chair Name:       | Phone:       | Email:       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Yes** | **No** | **Comments/Notes** |
| Were there enough people for each area? | [ ]  |[ ]         |
| Did everyone who volunteer show up? |[ ] [ ]        |
| Were enough ministries involved? |[ ] [ ]        |
| Was the planning time adequate? |[ ] [ ]        |
| Was traffic/parking control adequate for the size of the event? |[ ] [ ]        |
| Was there enough people to control the crowd? |[ ] [ ]        |
| Were enough people available for set-up? |[ ] [ ]        |
| Was church property cleaned and stored away properly? |[ ] [ ]        |
| Was all church property accounted for when returned? |[ ] [ ]        |
| Were there enough people for cleanup? |[ ] [ ]        |
| If building access granted, were restrooms clean after event? |[ ] [ ]        |
| Were monitors available at all times? |[ ] [ ]        |
| If food was involved, were sanitary conditions met? |[ ] [ ]        |
| Did this event fit into the parish mission? |[ ] [ ]        |
| What suggestions do you have for this event next time? |[ ] [ ]        |
| Other comments? |  |  |       |

November 1, 2022