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