

Community engagement post-event evaluation



Event details	
Community organization served:	
Event name:	
Event date:	Event location:
Organization contact name and email:	
Agency team lead:	
Event purpose:	
Supplies needed:	

Event report
Agency team:
Tasks completed and total hours spent:
Total agency team hours donated:
Misc. costs:
Client involvement:

Impact and results

Community impact:

Agency-building results:

Follow up with organizer:

Marketing results:

What went well?

Areas for improvement

