

King of Kings Lutheran Church Event Organization Survey

Name of Event:

Your Name:

Event Date & Time:

Ministry Team:

Event Location:

This report is designed to help you let us know what happened at a specific event. It will provide helpful information for planning events in the future. If you are in doubt about what to include, please know that we would rather have too much information, than not enough. Be sure to return this to your ministry team leader.

Event Coordinator:

Phone #

Describe the event (attach an additional sheet if needed)

Who helped you with the event? Please use the attached form to list names of volunteers who helped.

What outside services did you use?

What kind of advertising did you use? (Newsletter, bulletins, posters, etc.)

Did you provide child care for the event?(circle one) YES or NO

Who assisted you and was it used?

Were transportation arrangements made?

What arrangements were made for music (with whom)?

King of Kings Lutheran Church Event Organization Survey (page 2)

Name of Event:

Your Name:

Were budgeted funds used (include account number)?

Were contributions used to cover the cost of the event?

Please attach a copy of receipts.

How did you rely upon donations to defer costs? (ie: supplies and materials)

Did you have food at your event? (circle one) YES or NO

Who prepared the food?

How much was needed?

Were food contributions made? (ie: holiday food baskets)

Outside vendors used: (include names and numbers)

Please attach a copy of the sign up sheet if available.

If you have any comments or suggestions to improve future events, please list them below:

Return to: _____

By Date:

(Ministry Team Leader)

King of Kings Lutheran Church Participant Survey Form
(page 3)

<<<Ministry Team Leader>>>

This form is to be used only if you can clearly state the reason. There must be a specific question that you are seeking to answer in order to bother with a participant survey.

Sample Questions:

We are evaluating this instructor to determine if we should use their services in the future?

We have this media on loan and need to know whether or not to purchase?

Should we continue to contract this group to make presentations?

This event was catered by XXX, should we contract their services in the future?

<<<Insert Question/Reason Here>>>

Describe Event

Did it help your walk with the Lord (Christian Faith and Growth)

When and Where

Was Food Good

Was Quantity Sufficient

Enjoyable Event

Best Aspect

Worst Aspect

Would you attend again?

Event Organization Survey - Volunteer Listing (page 4)

Name of Event: _____

Your Name:

Event Date & Time: _____

Ministry

Team: _____

Event Location: _____

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Ministry Team Leaders: be sure to make a copy of this sheet and give it to our Member Ministry Facilitator