

Date: \_\_\_\_\_

To: Youth Retreat Planning Team

From: The Youth Director

RE: Evaluation

Thank you for the wonderful job you've done with the recent Youth Retreat. We continue to receive great comments from both parents and youth. We now need your help evaluating its effectiveness and want your help in making suggestions for improving the event for next time. Please answer the following questions and return this memo to the event director. Thanks in advance for help. Future generations of youth with one day thank you after we all get to heaven.

Name: \_\_\_\_\_

How many times have you attended the event in the past: \_\_\_\_\_

1. Did you understand in advance the goals and purposes for the event?
2. Did you receive an assignment of interest to you?
3. Did you receive a proper delegation from the event leadership?
4. Did you feel confident in performing your responsibilities?
5. What was the biggest challenge in performing your responsibilities?
6. What would you do the same next time?
7. What would you do differently next time?
8. Additional Comments...