

CDF—Program Evaluation Worksheet

Program Planners	
Program Title	
Program Goals Did you achieve the goals that you set? Did you achieve anything you had not expected?	
Attendance Who attended? How many?	
Date, Time, Duration Were the date and time right? Did you have enough time? Too much? How much time was spent setting up and cleaning up?	
Location Was the location appropriate? Too big? Too small? Any important set-up issues?	
Publicity Did you reach your target audience? What methods of publicity were most effective?	

<p>Resources Was your budget accurate?</p> <p>Did you have left-over materials and supplies? If so, what did you do with them?</p> <p>Was staff / campus help effective? What could have made it better?</p>	<p><u>Budget:</u></p> <p><u>Materials and Supplies:</u></p> <p><u>Staff Help / Campus Contacts:</u></p>
<p>Co-Sponsorships Was your partnering group a working-partner? How would you raise money differently in the future?</p>	
<p>Jewish Program Was your Jewish aspect of the program successful? What would have made it better?</p>	
<p>Evaluating The Program Based on the criteria you set in your planning sheet, how successful was your program?</p>	
<p>Program Script Modify your program script based on what actually happened?</p> <p>What is most important to change to make the program more successful in the future?</p>	