

# EVENT – EVALUATION NOTES

## a. Preparation

- i.
- ii.
- iii.
- iv.
- v.

## b. Registration – Check-in / Check-out

- i.
- ii.
- iii.
- iv.

## c. Games/Revenue Streams

- i.
- ii.
- iii.

## d. Fund-A-Need

- i.
- ii.
- iii.
- iv.

## d. Silent Auction

- i.
- ii.
- iii.
- iv.

## e. Live Auction

- i.
- ii.
- iii.
- iv.

f. **Printed Materials**

- i.
- ii.
- iii.

g. **Venue**

- i. **Size/Layout**
- ii. **Sound**
- iii. **Lighting**

- iv.
- v.

h. **Catering / Meal Service**

- i.
- ii.

i. **Personnel**

i. **WBAS**

- i.
- ii.

ii. **Fundraising Organization**

- i.
- ii.

iii. **Venue**

- i.
- ii.

j. **Other Miscellaneous**

- i.
- ii.
- iii.

k. **GROW**

l. **GLOW**