

SAMPLE EVALUATION FORM
TO BE USED AS A GUIDE ONLY

(SPONSOR LETTERHEAD)

PROGRAM EVALUATION PROGRAM NUMBER _____

COURSE TITLE: _____

LOCATION: _____ COURSE DATE: _____

We appreciate our registrants sharing their reactions to this program. Please complete this form and return it as you leave the program.

Evaluation Rating Scale: Excellent-5 Good – 4 Satisfactory-3 Below Average – 2 Poor- 1

1. PRESENTERS:

Speaker	Content	Delivery	Average
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. OVERALL RATING OF THE COURSE: (PLEASE CIRCLE ONE)

Excellent – 5 Good – 4 Satisfactory-3 Below Average-2 Poor- 1

3. WRITTEN MATERIALS: (PLEASE CIRCLE ONE)

Excellent – 5 Good – 4 Satisfactory-3 Below Average-2 Poor- 1

Comments: _____

How can (sponsor) better serve your need? _____

