

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 needs? _____
