# TEMPLATE: Regional Exchange Attendee Feedback

*Completed by­­­­­­­­­­­­ (optional) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Thank you for your participation in the [EVENT]!

The TPM Pooled Fund is always looking for ways to improve the *Regional Exchange Toolbox* content for future exchanges. Please respond to the following post-event feedback form.

Rating scale (circle the appropriate number)

1 – Poor 2 – Fair 3 – Good 4 – Very Good 5 – Excellent

**Objectives:**

How well did the event meet its primary objectives?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Objective 1 [write each objective] | 1 | 2 | 3 | 4 | 5 |
| 2. | Objective 2 [write each objective] | 1 | 2 | 3 | 4 | 5 |
| 3. | Objective 3 [write each objective] | 1 | 2 | 3 | 4 | 5 |

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4. | Relevance of event to your job  | 1 | 2 | 3 | 4 | 5 |
| 5. | Quality of the presentations | 1 | 2 | 3 | 4 | 5 |

**Materials:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. | Usefulness of the background materials  | 1 | 2 | 3 | 4 | 5 |
| 7. | Usefulness of the event handouts | 1 | 2 | 3 | 4 | 5 |

What did you find most useful about this event?

What changes do you plan to make as a result of this event?

How could similar events be improved in the future?

Please feel free to add any additional comments.