

## Committee Evaluation

The reunion chairman and committee members should answer some different questions. Evaluate staffing, organization, site selection, the decision-making process, coordination and supervision. Don't forget to discuss budget, fiscal controls and procedures. This questionnaire should cover the following:

Were working relationships supportive?

Did we start early enough?

*Were effective timelines set for completion of each important task?*

Was the event well publicized?

*Were new members found and recognized?*

How did registration go?

*Who attended? From where? Who did not attend? Why not? Compare with previous reunions. Are there trends?*

Were destination and location right? large enough?

*Did we consider all functions thoroughly before the reunion and properly and adequately inform the hotel of all our requirements?*

Were room layouts for events and meetings adequate?

Were we satisfied with audiovisual aids, seating, lights, etc?

Was there good support from the facility's departments: food and beverage, sales, reservations, front desk, bell service, etc?

Was on-site supervision and day-to-day operations satisfactory?

Did we have enough people to cover everything?

Was our business meeting effective?