

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?