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?
  
- 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?

*The Family Reunion Sourcebook*, by Edith Wagner