

53rd Annual NCM, Inc. Convention and Picnic
Hosted by The Southern Region/Council of Organizations, Inc.
Meridian, MS June 26-29, 2019

Step 5: Four Step Post Event Assessment to Evaluate the Picnic: 1-5

Step 1: Immediately After the Event evaluate it overall _____

Step 2: Evaluate Financial Results Overall _____

Step 3: Assess Promotional and Marketing Overall _____

Step 4: Feedback from Clients and Attendees Overall _____

Analysis- Did program- from **planning to implementation** meet intended goals: 1-5_____. **Organizer/Volunteer.** Use **NA** if you have no knowledge of an item .Evaluate all components Overall: **Good, Fair, Needs Improvement**

Component	Planning 1-5	Implementation 1-5	Fiscal 1-5 (if applicable)	OVERALL	Recommendations (use back of sheet)
• Holiday Inn Venue					
• Holiday Inn Meetings					
• Holiday Inn Catering Kem					
• NCM/JSC Luncheon					
• Souvenir Journal					
• Hospitality Venue- Cochran					
• Hospitality Catering Penn's					
• Picnic Sites: Fam. Class, Vend					
• Picnic Catering					
• Grand Ball Venue: MAX					
• Grand Ball Catering Croft's					
• Grand Ball 601- Live					
Publicizing (brochures, info packets, flyers, banners, TV, radio, web, etc.)					
Sponsorships					
Open House (Council Thurs.)					
Registration					
Transportation					

Service provider: Name: _____ **Service** _____

What worked---what did not work.

Please print this form; fill it out and Mail to:

Council of Organizations, Inc.
 Picnic Committee
 814 45th Ave.
 Meridian, MS 39307

