

# Event Evaluation Guidance

The evaluation process provides users with guidance on selecting an event type based on the assessment completed in the *Assessments Questions*. It is a staged process that first considers events objectives and then event criteria.

Starting with the event objectives rankings from Appendix B, use the table below to identify event types that are identified as recommended or good.

## Event Objectives

	Celebration/ Recognition	Information Sharing/ Education	Networking/ Relationship Building	Collaboration
In Person	●		●	●
Coordinated Locations	●		●	
Hybrid	●	●		●
Virtual		●	●	●
No Event		●		

This first table supports organizers by identify recommended or good event types based on the event objectives. Following this, event organizers can use the following tables to further assess event types correlated to the specific criteria that was ranked for participants and organizers

**Participant Related Event Criteria**

	Low Cost to Participants	Travel Time	Accessibility Options	Flexibility for Participants	Sustainability/ Enviro Impact	Interactive Participation	Collaboration
In Person							
Coordinated Locations							
Hybrid							
Virtual							
No Event							

**Organizer Related Event Criteria**

	Low Cost to Deliver	Attendance Capacity	Content Longevity	Flexibility for Planning	Metrics & Data
In Person					
Coordinated Locations					
Hybrid		●	●		●
Virtual	●	●	●	●	●
No Event	●		●	●	●

Given that each event is unique and has many factors to consider such as the requirements of the speaker(s), time of day, day of the week, and more, the above tables are provided to guide event organizers based on their understanding of the specific event.