

EVALUATION TOOL

For Planning Events/Programs

1. **WHY**
 - a. Why are we doing this?
 - b. What are the goals?
 - c. What will success look like?
 - d. Does this reflect the mission, vision and values of this congregation?
 - e. Do we need it at this time?
2. **Leadership**
 - a. Who is leading and (if applicable) to whom will he or she be accountable?
 - b. Who will be on the leadership team/task force/committee to make this happen?
3. **Timeline**
 - a. Working with the leader(s), decide when this will be accomplished. Is there an end date/time?
4. **Resources**
 - a. What are the financial resources available?
 - b. Are there people available?
 - c. Is there time?
 - d. How might this intersect with other ministries?
5. **Information/Publicity**
 - a. Who are the participants?
 - b. How will people be invited/included?