

Club's Faculty Speaker Report

Name of Club/Group: _____

Date of Event: _____ Luncheon Dinner Other

Number Attending: _____ Was this a large or small audience for the club? _____

Speaker: _____

Topic: _____

Did you feel there was enough communication with the speaker and the Alumnae Office to properly plan for the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat
Was the speaker well received by the audience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Somewhat
Were the visuals or handouts useful?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Could the speaker be heard by everyone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you recommend this speaker for another club event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Was there adequate time for questions and discussion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you feel that this speaker or topic boosted your attendance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Was the speaker informative/up-to-date on "Wellesley today"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

What worked well at this event? _____

What didn't work well at this event? _____

What changes (if any) would you suggest for your next Faculty Speaker event? _____

If more space is needed, please use the other side of this sheet.

Name: _____ Date: _____

Email: _____

Please return this form to
Susan Lohin, Director of Clubs, Wellesley College Alumnae Association,
106 Central Street, Wellesley, MA 02481-8202 or
email program assessment to slohin@wellesley.edu.