

## Master Gardener Project / Event Feedback

*Please use this form to provide feedback on what worked well or what could be improved, on events or projects that you worked on, attended, or observed. The information will be used for process improvements. Your feedback (with the categories on this form) may be e-mailed to a member of the Volunteer Projects Committee or this form may be sent to the Cottonwood or Prescott Extension Office / Attn: Volunteer Projects Committee.*

Name of Event	
Date of Event	
<input type="checkbox"/> I worked at the event <input type="checkbox"/> I was an attendee at the event <input type="checkbox"/> Other _____	
Scheduling	Were shift times and durations acceptable? _____ Were there enough volunteers? _____ Comments / suggestions for improvement: _____ _____ _____
Set-up	Were the appropriate materials available in the booth? _____ Was the way the booth was set up ok? _____ Did the location allow appropriate interaction with the public? _____ Were there enough instructions at the booth for volunteers? _____ Comments / suggestions for improvement: _____ _____ _____
Coordination	Were you contacted within a couple weeks of volunteering? _____ Was there enough communication (timely & thorough) between the MG coordinator and the volunteers before the event? _____ Comments / suggestions for improvement: _____ _____ _____
Overall	Would you recommend MG participation in this event in the future? Why or why not? _____ _____ Additional comments: _____ _____ _____
Submitted by (optional)	

Thank you for your input.