

## ADMINISTRATION

### EVALUATING AN EVENT

It was the Tuesday after the retreat, and I was trying to create an elaborate feedback survey for the kids and leaders who attended. Exhausted, I tossed the survey aside. That all but guaranteed I'd make the same mistakes leading the next retreat. So I learned to simplify—these questions make evaluations much easier:

- 1** What should we keep? "This worked great—do it again."
- 2** What should we toss? "Good idea, but didn't really work."
- 3** What should we add? "A couple of teenagers gave me great ideas for what we could do next year."
- 4** What should we tweak? "Nice effort, but trying doing *this* instead."

