

Dance-a-Thon Evaluation Worksheet

Fill in at the evaluation meeting, about four weeks after the event, once pledge collection has closed. Compare with last year if you have it.

Event: _____ Date: _____ Completed by: _____

Starting numbers

Number	This year	Last year	Number	This year	Last year
Eligible participants			Donations collected \$		
Dancers who took part			Sponsorships \$		
Dancers who fundraised			Other revenue \$		
Donors			Total expenses \$		
Gross pledged \$			Volunteers		

Measures

Measure	How to calculate	This year	Last year	Notes
Participation share	Dancers who took part ÷ eligible participants			
Share of dancers who fundraised	Dancers who brought in at least one gift ÷ dancers			
Donors per dancer	Number of donors ÷ dancers			
Average gift per donor	Donations collected ÷ donors			
Collection rate	Donations collected ÷ gross pledged			
Net proceeds	Total collected revenue – total expenses			
Net per dancer	Net proceeds ÷ dancers			
Volunteer hours	Sum of every volunteer's hours (shifts × hours)			
Unfilled volunteer shifts	Shifts with no one on the day			
Incidents and first-aid visits	Count from the incident log			
Sign-out or release problems	Count, with what happened			
Schedule	Planned end time vs. actual end time			

What to keep and what to change

Area	Keep	Change
Fundraising and pledges		
Music and sound		
Schedule and breaks		
Safety and supervision		

Area	Keep	Change
Accessibility and sensory plan		
Volunteers		
Communications (EN/ES)		
Money handling and collection		

Handoff notes for next year's chair

Topic	Notes
Key contacts (venue, DJ or sound, nurse, district office, sponsors)	
Where the files are kept (budget, tally, letters, playlist)	
Dates to book early next year	
What to start earlier	
Sponsors to thank and ask again	
Open items and who owns them	