

SPEAKERS BUREAU EVALUATION FORM

Thank you for inviting our Cooperative Communicators Association speaker to be part of your program. To help us continue improving our CCA Speakers Bureau, please take a few minutes to give us your evaluation of our service. Your comments are valuable to both the speaker and CCA. We'd appreciate a response from you within 10 days of our speaker's presentation to your group. You may also use the Printable Evaluation Form if you would prefer to fax or mail the evaluation to CCA.

Your Organization's Name

Your Name

Telephone

Speaker's Name

Topic

Presentation Date

Audience Size

Presentation Length

In each of the following categories, please rate the performance of the speaker by rating the appropriate number; if the category does not apply, mark N/A.

Excellent=1 Good=2 Fair=3 Poor=4

- | | 1 | 2 | 3 | 4 | N/A |
|------------------------------------|---|---|---|---|-----|
| 1. Interesting/informative subject | | | | | |
| 2. Speaker's knowledge of subject | | | | | |
| 3. Clarity of presentation | | | | | |
| 4. Use of audio-visual aids | | | | | |
| 5. Length of presentation | | | | | |
| 6. Responsiveness to questions | | | | | |
| 7. Audience satisfaction | | | | | |

8. I would recommend this speaker to other groups(s) Yes No Explain:

9. We welcome additional comments and suggestions on this speaker or how we may improve our CCA Speakers Bureau:

Contact: cca@communicators.coop

CCA Business Office: 877-326-5994