



Event Evaluation

The last thing people want to do after an event is finished is evaluate it. It is vital if you are to learn anything from the experience and it is a funding requirement. It's also good to get some results on paper for future reference - we did it once, we can do it again and here are the results to prove it. Don't leave it too long before getting your organising committee back together to evaluate, a week at the most is recommended.

There are lots of different ways you can measure your success. Most importantly, you need to reflect your activity against your aims and objectives/intended outcomes. Sell your success. Tell everyone that was involved in the development and running of your event that it went well. Outline the bits that didn't go so good and say what you will do to address them next time.

Event Committee Details

Group Name (if applicable):

Event Manager (name):

Contact information:

Other Event Committee members and/or volunteers:

Name	Contact information		

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Event name:

Date:

Location:

Where was your event held? On campus, licensed venue Off campus, licensed venue		On campus, unlicensed venue Off campus, unlicensed venue		
Who had liquor licensing responsibility? Event manager Not sure	Licensee Not applicable (no alcohol)			
Please estimate the number of people who at Please estimate the percentage of your audie		were in the following age groups: s % yrs %		
Please estimate the percentage of males and	females t Males Female	%		
Financial information Planned expenditure Item		Cost		
		Total \$		
Actual expenditure Item		Cost		
·		Cost Total \$		
Item		Total \$		
·	he event.	Total \$		
Please detail any in-kind funding sourced for t	he event.	Total \$		
Please detail any in-kind funding sourced for t	now succ	Total \$ Approximate Value (\$) Total \$		
Please detail any in-kind funding sourced for to In kind Contribution (Who and what) List each of the event objectives and rate h	now succ	Total \$ Approximate Value (\$) Total \$		
Please detail any in-kind funding sourced for to In kind Contribution (Who and what) List each of the event objectives and rate to these objectives (refer to your grant applications)	now succ	Total \$ Approximate Value (\$) Total \$		

Objective 2					
Not aveced ful				Vary avecageful	
Not successful Please provide evidence of y	our rating			Very successful	
T lease provide evidence of y	our rating				
What worked well for your	event?				
What did not work well for	your event?				
Can you suggest recommendations for future events?					
Did you notice any alcohol re Intoxication Transport issues Accidents If yes what was the outcome		he event	? Please tick Aggression/f Sexual assa Other	fights	
Please indicate the groups in Group	volved in assisti		nis event (ple tance Provid		
Health Promotion Unit					
Student Guild					
Faculty					
Parking and Security					
Residential College Other (please specify)					
Outer (bicase sheelig)					

Other comments