



# Event Evaluation

## 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

### **Event Details**

Event name:

Date:

Location:



## Objective 2

Not successful

Very successful

Please provide evidence of your 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 related issues at the event? Please tick all relevant.

- |                          |                  |                          |                   |
|--------------------------|------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Intoxication     | <input type="checkbox"/> | Aggression/fights |
| <input type="checkbox"/> | Transport issues | <input type="checkbox"/> | Sexual assault    |
| <input type="checkbox"/> | Accidents        | <input type="checkbox"/> | Other             |

If yes what was the outcome?

Please indicate the groups involved in assisting with this event (please tick)

Group	Assistance Provided
<input type="checkbox"/> Health Promotion Unit	
<input type="checkbox"/> Student Guild	
<input type="checkbox"/> Faculty	
<input type="checkbox"/> Parking and Security	
<input type="checkbox"/> Residential College	
<input type="checkbox"/> Other (please specify)	

Other comments