

# 3a. Event Evaluation Form - Attendees



For evaluating most kinds of community planning activity. It can provide insights on impacts, participants' perceptions and improvements needed. Circulate to a range of participants or use as a basis for an interview or workshop agenda. Repeating the exercise at intervals may be worthwhile as the impact of activity will often not become clear for many years. Customise the form to suit.

Event Name: Organisation (if any)

Your Name: Position (if any)

Address: Contact details: tel ;  
Email;

Title of activity Date/s of activity

Nature of activity Date of evaluation

- 1 Your role in activity
- 2 How did you become involved?
- 3 What do you think are/were the aims?
- 4 What do you think motivated people and organisations to get involved?
- 5 What effect if any has your personal contribution in the activity made?
- 6 What effect has the activity had on the physical environment?
- 7 What effect has the activity had on the local economy?
- 8 What effect has the activity had on local organisations?  
(eg changed roles, new partnerships, etc)

9 What effect has the activity had on individuals?  
(eg locals, visitors, investors etc)

10 Was the activity worthwhile? If so, why?

11 What improvements would you make if it was being done again?

12 What would be your advice to others organising a similar activity?

13 What additional information sources would be helpful?

14 Any other comments?

**Thank you for your time.**

Please return this form to: