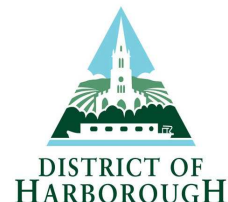


3b. Event Evaluation Form - Event Planning Team



Important lessons can be learnt from organising and delivering an event. This evaluation form should be completed to provide a record of what was successful and unsuccessful.

Event name:

Your Name:

1. How many people did you expect to attend the event?

2. How many people actually attended the event?

3. What aspects of your event did you feel were successful?

4. Summarise the impact of the event on the following:

Physical environment (buildings, parks, transport, design standards)

Economy (work prospects, wealth)

Local organisations (changed roles, new partnerships)

The participants (members of the public, Team members)

5. Is there anything you would consider changing should you stage a similar event in the future?

6. Were there any accidents or incidents that occurred during your event? If yes, please provide details in the space below. Give details of any injuries and remedial action taken.

6. What was the actual expenditure of the event, compared with your initial budget? You may find it very useful to fully detail all costs incurred as this will greatly assist you in planning for future events.