**Event Evaluation Form**

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| --- | --- | --- |
| **Name and type of event:** | **Date:** | **Completed by:** |

|  |  |
| --- | --- |
| **Lead organisation:** |  |
| **Cost to attend:** |  |
| **Names of additional staff/volunteers:** |  |

**Event engagement**

|  |  |
| --- | --- |
| Number of people engaged |  |
| Number of new memberships |  |
| Details of merchandise sold |  |

**What was the event location and facilities like?**

**Highlights from the event and what went well:**

**What would you change or do differently?**