

TOOL G: EVENT OBSERVATION SHEET

Purpose of the event:

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Type of event:

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Resources necessary to implement event (in-kind and regular budget). For example: staff, volunteers, financial support, space, supplies etc. :

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Types and number of participants (e.g. what demographic(s) attended – senior, youth, families etc.):

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Main accomplishments or results of the event:

Ideas to improve/Liked most:

Overall rating:

- 1 2 3 4 5 6 7 8 9 10

Not at all successful _____ Will do this again!

Additional Information: