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PLANNING SHEET 1

Who is your programme or event for?

Recording what you know about your target group or audience will help ensure your programme or event works for them.

List the groups from your community who might be interested in your programme/event: (get really specific here, eg people newly diagnosed with diabetes, mothers at home with pre-school children)

Select a specific target group. What do you know about their:

| | |
|----------------------------------|--|
| Gender | |
| Age bracket | |
| Ethnicity/nationality | |
| Income level (low, medium, high) | |
| Where they live | |
| Transport they use | |
| Occupations | |
| Education levels | |
| Family make up | |
| Religion | |

What do you know about their lifestyles and values?

Leisure interests/hobbies

Priorities in their lives (eg family, community, culture)

Cultural values that may impact on the programme/event (eg ways men and women share activities)

How do they get information about what is happening? *(Be specific here, eg young people get a lot of information from their peers; families get a lot of information from schools.)*

What else do you know about them that is important? (eg people with disabilities.)



PLANNING SHEET 3

Setting objectives

This planning sheet is a simple template for writing up your objectives.

What are your objectives or what do you want to achieve?

What do you think the result of the programme or event might be, or how will you know you have succeeded?



PLANNING SHEET 4

Programme plan

Use this page to summarise all of your programme planning.

| | |
|--|--|
| Programme title | |
| Age(s) of participants | |
| Programme | |
| Objectives | |
| Programme outcomes | |
| Programme activities | |
| Suggested description | |
| Leader requirements | |
| Programme time and length | |
| Number of participants | |
| Venue requirements | |
| Safety requirements | |
| Equipment and supplies (includes signage) | |
| Media and promotions | |
| Budget summary | |
| Evaluation | |



PLANNING SHEET 5

Getting the right venue and equipment

Use this planning sheet to help you find the best venue.

| | |
|--|--|
| <p>Note: Remember also to consider, what level of comfort is important for your potential participants? For example privacy, carpet, child-friendly, too posh. Ask yourself, will your potential participants feel comfortable in this venue? Does it feel right?</p> | <input type="checkbox"/> How many people are going to take part? |
| | <input type="checkbox"/> What kinds of activities are you going to do? <i>(check if you need to plan for more than one activity per session)</i> |
| | <input type="checkbox"/> What type of space will you need? Large or small, open or cosy, is noise a problem? <i>(check if it gives you the flexibility you need)</i> |
| | <input type="checkbox"/> Does your organising group have a venue that you can use? |
| | <input type="checkbox"/> What floor size and ceiling height do you need? |
| | <input type="checkbox"/> Do you need space for childcare? How much? Does it need to be separate? |
| | <input type="checkbox"/> Do you need a kitchen, and what does it need to have in it? |
| | <input type="checkbox"/> How many toilets do you need? |
| | <input type="checkbox"/> Do you need access for wheelchairs and pushchairs? |
| | <input type="checkbox"/> Do you need hearing loops? |
| | <input type="checkbox"/> List all the equipment you need |
| | <input type="checkbox"/> Can your potential participants get to it? For example, walk, bus, drive. |
| | <input type="checkbox"/> How much can the programme afford to pay for a venue? |
| | <input type="checkbox"/> How many car parks do you need? |
| | <input type="checkbox"/> How long do you want the venue for, including set-up and tidying up times? |



PLANNING SHEET 6

Arranging and managing venue and equipment

Tasks for you to consider when arranging a venue and equipment

Before

| | |
|---|--|
| Work out what your programme will need (see planning sheet 5) | |
| Find venues that could work | |
| Find out everything you can about the venue including cost, whether it's available, health and safety requirements, what equipment they provide and what you have to do if you cancel the programme | |
| Visit venue to check that it's suitable for your programme. | |
| Select venue and equipment | |
| Book venue and equipment in writing saying what you need and when you will need it | |
| Pay bond if required and get receipt | |
| Get a letter confirming that the venue and equipment are available | |
| Allocate all spaces and equipment on a timetable | |
| Make arrangements for getting key and setting up | |
| Make arrangements for collecting equipment | |
| Confirm who to call if things go wrong | |

During

| | |
|---|--|
| On arrival at venue, check venue and equipment condition and make notes of any issues, problems | |
| Check health and safety issues | |
| Set up | |
| Write down any damage, breakage, things not working | |

After

| | |
|---|--|
| Return key and report condition of equipment and any damage | |
| Return equipment and report condition of equipment and any damage | |
| Pay invoices | |
| Prepare file report on venue and equipment for future use | |



PLANNING SHEET 7

People: task lists

Use this planning sheet to help you organize tasks you want staff and volunteers to do before, during and after your programme/event.

What jobs need to be done before the programme starts?

| | Task | Who | To be done by | Done |
|----|-----------------|-------------------|--------------------------------|------|
| 1 | eg venue booked | programme manager | three months before your event | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

What needs to be done on the day?

| | Task | Who | To be done by | Done |
|----|----------------------------|--------------|-------------------------------------|------|
| 1 | eg tell people their roles | site manager | one hour before participants arrive | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

What help is needed tidying up or evaluating the programme?

| | Task | Who | To be done by | Done |
|----|------------------|----------------|----------------------------|------|
| 1 | eg rooms cleared | course leaders | 30 minutes after programme | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |



PLANNING SHEET 8

Booking sheet

| | | |
|------------------------|-------------|-------------|
| Programme: | Date: | |
| Leader: | Time: | |
| Venue: | Cost: | |
| Programme information: | Minimum no: | Maximum no: |

| | Name | Address | Telephone (day) | Telephone (night) | E-mail | Amount paid | Receipt No. | Info sent |
|----|------|---------|--------------------|----------------------|--------|----------------|----------------|-----------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |
| 13 | | | | | | | | |
| 14 | | | | | | | | |
| 15 | | | | | | | | |
| 16 | | | | | | | | |
| 17 | | | | | | | | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | | | | | | | | |



PLANNING SHEET 9

Accessibility – making it easy for everyone to take part

Answer these questions to help make it easy for people to take part in your programme/event.

Planning

- Have people with disabilities or with other accessibility needs been included in the planning process? (Contact the appropriate agencies for additional support and information. See Other sources of advice and information.)

Welcome

- How will participants be welcomed when they arrive so that they feel comfortable?
- Are introductions between people needed? What will be appropriate?
- Have participants been introduced to the activity so they feel confident to fully participate?
- Have participants been asked if they need any special equipment?

Cost

- Is the programme affordable for most people? (If the cost you decide on means you can't meet costs, you could work with the potential participants to find other ways of making up the difference.)
- Are there flexible means of payment?

Culturally appropriate

- What will make the programme/event appropriate for your potential participants?
- Who are the leaders you can work with to plan your programme/event?
- Are there some key people who should be involved in running the programme/event?

Promotion

- Is the programme promoted as being inclusive of all abilities?
- Is it easy for people to read, hear, see and understand your information and signage?
- Have all media forms (eg radio, print, web, word of mouth, internet) been used?
- Does the promotional material include images of a range of people?

Transport

- Can potential participants get themselves there?
- Is there a drop-off area?
- If so, where is the car park or bus stop?
- Do you need to think about peak-hour traffic?
- How many people are likely to need transport?
- Can you help participants to car pool?
- Do vans or buses need to be provided and, if so, how much will it cost?
- Is accessible transport available?



PLANNING SHEET 10

Volunteer job description

Use this template to help you develop job descriptions for your volunteers

| | |
|--|--|
| Job title: | |
| Responsible to: | |
| Direct relationship with: | |
| Purpose of role: | |
| Key tasks and responsibilities: | |
| Desirable personal qualities: | |
| Experience/ qualifications: | |
| Timing: Approximate hours per week Frequency of work Days | |

Adapted with permission from *Recruiting and Retaining Volunteers*, SPARC, www.sparc.org.nz



PLANNING SHEET 11

Managing volunteers

Use this checklist to help you develop a plan for recruiting, retaining and managing your volunteers

| Action | Person(s) responsible | Date | Done |
|--|-----------------------|------|------|
| Decide why your group/organisation needs volunteers and what you can offer them. | | | |
| Appoint a volunteer manager. | | | |
| Work out specific roles for volunteers. | | | |
| Decide what sort of people you want as volunteers, how many and for how long. | | | |
| Write position descriptions for each role. | | | |
| Plan your recruitment campaign. | | | |
| Individually interview the volunteer and recruit people that complement other members of the team. | | | |
| Appoint people to specific positions. | | | |
| Induct them into their new roles, and keep providing support and feedback. | | | |
| Involve volunteers in team meetings and in all matters that affect them. | | | |
| Provide opportunities for training. | | | |
| Manage, support and evaluate performance. | | | |
| Reward and recognise volunteers appropriately. | | | |
| Make necessary changes in roles and volunteer programmes. | | | |
| Review these steps regularly. | | | |

Adapted with permission from *Recruiting and Retaining Volunteers*, SPARC, www.sparc.org.nz



PLANNING SHEET 13

Waste minimisation plan

Use this planning sheet to help you on your path to organising an environmentally sustainable event.

| Before the event | Who | Date | Done |
|--|-----|------|------|
| Create a waste minimisation policy and plan and make sure this gets communicated to everyone involved in your event (eg stall holders, staff, sponsors, suppliers). | | | |
| Identify whether you need to use a commercial recycling company or whether you can handle the recycling in-house. If a commercial recycler is needed, make sure you have budgets to cover. | | | |
| Identify stall-holders waste collection needs (eg cardboard collection, food waste, used oil collection, etc). | | | |
| Ensure materials sold/distributed by stall-holders is consistent with your waste minimisation plan. | | | |
| Include positive 'green' event information on all your promotions (eg tickets, brochures, media releases, website). Remember to include positive transport options for participants. | | | |
| Develop a site plan with bin/skip locations and signage. Remember to ensure that you group the various waste bin types together to make it easier for people. | | | |
| Other actions: | | | |

| During the event | | | |
|---|--|--|--|
| Place bins/skips, check they have correct signs. | | | |
| Promote waste minimisation through PA announcements, banners etc. | | | |
| Monitor waste collection areas: empty, keep areas attractive, adjust bin placements as necessary. | | | |
| Other actions: | | | |

| After the event | | | |
|---|--|--|--|
| Clean up site | | | |
| Ensure all recyclables are taken to recycler and residual waste to the landfill. | | | |
| Get feedback from staff, volunteers, contractors on what is working and what is not. Include recommendations in event report. | | | |
| Other actions: | | | |

Adapted with permission from Christchurch City Council. For the full guide, see:
<http://www.ccc.govt.nz/waste/recycling/eventorganisersbook.pdf>



PLANNING SHEET 14

Event hazard management plan

As the organiser of an event, you are required to take all practical steps to eliminate, isolate or minimise hazards in all areas. To do this you will need to document and demonstrate what practical steps are being taken to fulfil your Health and Safety in Employment Act obligations.

The Event hazard management plan must be kept on-site and available as needed.

Event name: _____ Event date: _____ Event location: _____

Event description:

Target audience: _____ Spectator numbers: _____ Participant numbers: _____

Park in date: _____ Time in: _____

Park out date: _____ Time out: _____

Event organiser details

Name of event organiser _____ Contact number (during event): _____

Name of alternative contact person _____ Contact number (during event): _____

Name of event safety co-ordinator _____ Contact number (during event): _____

Attached (as applicable)

- Site plan Traffic management plan Security plan
 Waste management plan Other (please specify)



Identifying risks table: Head up each section with the following categories that are relevant:

E,I,M: Eliminate, Isolate or Minimise. Ideally you will eliminate (remove) the hazard, otherwise isolate or minimize.

1- 5: estimate the likelihood of the hazard occurring during your event. 1 is low, 5 is high

| Risks (what could go wrong) | Hazards (what could cause it to go wrong) | Risk control (What is in place to prevent it going wrong?) | E,I,M | 1- 5 | Who is responsible | when | Event day ✓ |
|--|---|--|-------|------|--------------------|------|-------------|
| Participants - i.e. age/experience/suitability, accessi. needs, refreshments, lost children facilities, animals | | | | | | | |
| Staff/Contractors/Volunteers - i.e. Briefings, responsibilities, refreshments, training | | | | | | | |
| Stallholders/Vendors - i.e. contracts, food/health licenses, emergency equipment, briefings | | | | | | | |
| Staging and Structures - i.e. dimensions and weight of structures, building consent, ground stability | | | | | | | |
| Electrical, Sound and Lighting - i.e. registered tradesman, isolation required, tripping hazards | | | | | | | |
| Waste Management - i.e. toilet facilities, rubbish collection/removal, animal waste, recycling | | | | | | | |
| Set-up/Pack-down - i.e. what safety is in place while event site is a working site i.e. moving vehicles, first aid, forklift activity | | | | | | | |
| Traffic Management & Parking - i.e. traffic management plan, signage, marshals, route, pedestrian management | | | | | | | |

**GET SET GO!
PLANNING SHEETS**



| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Vehicle Management - i.e. speed, access to site for emergency vehicles, pedestrian access | | | | | | | |
| Crowd Control - i.e. fencing/barricades, alcohol, protection of property | | | | | | | |
| Security - i.e. protection of pedestrians, spectators, employees, pack in and pack out activities, Security/Police | | | | | | | |
| Security - i.e. protection of pedestrians, spectators, employees, pack in and pack out activities, Security/Police | | | | | | | |
| Accident & Health Emergencies - i.e. first aid, fire extinguishers, emergency contacts, reporting accidents | | | | | | | |
| Emergency Procedures - i.e. bomb threat, fire, earthquake, hazardous substances | | | | | | | |
| Environmental Effects on People - i.e. effect of wind/rain and UV protection, extreme weather conditions - cancellation/postponement strategy | | | | | | | |
| Activities - i.e. amusement rides, giveaways | | | | | | | |
| High Risk - i.e. wind strength, pyrotechnics, work at height, hazardous substances | | | | | | | |



PLANNING SHEET 15

Promotional plan

Use this planning sheet to help you prepare your promotional plan for your programme or event.

| | |
|-----------------|---|
| Background | <ul style="list-style-type: none"> • Background of the programme/event • Research/consultation we have done • Other relevant information |
| Objectives | <ul style="list-style-type: none"> • What are our objectives? • What will success look like? • Three ways of measuring success: |
| Target Audience | <ul style="list-style-type: none"> • Who are your potential participants and what do we know about them? (eg age, where they live) |
| Key Messages | <ul style="list-style-type: none"> • What messages do we want to get across? Keep them simple (up to five). |
| Actions/Tools | <ul style="list-style-type: none"> • What is the best way to reach our audience? <ul style="list-style-type: none"> <input type="checkbox"/> Brochures/flyers <input type="checkbox"/> Paid advertising <input type="checkbox"/> Media release <input type="checkbox"/> On-site signs <input type="checkbox"/> Mailing list/email list <input type="checkbox"/> Meetings <input type="checkbox"/> Posters <input type="checkbox"/> Displays <input type="checkbox"/> Web |
| Timetable | <ul style="list-style-type: none"> • Include: • Actions • Dates • Who is responsible • How it will be monitored |
| Budget | <ul style="list-style-type: none"> • Your budget (if any) and how it will be used. |
| Evaluation | <ul style="list-style-type: none"> • Did we meet our original objectives? • How will we know this? (eg 20 people enrolled for your programme, 300 people turned up to your event) |



PLANNING SHEET 16

Budget template

Name of programme:

Date of programme:

Venue:

| Income | | Expenses | |
|-------------------|--|--------------------------------|--|
| Fees | | Wages | |
| Fundraising | | Volunteer expenses | |
| Grants source one | | Venue hire | |
| Grants source two | | Promotions | |
| Koha/donation | | Newsletter | |
| Interest | | Consumables (eg art materials) | |
| Sales | | Food/refreshments | |
| Sponsorships | | Travel/transport | |
| | | Equipment hire/repairs | |
| | | Stationary and postage | |
| | | Telephone | |
| | | Insurance | |
| | | Contingency | |
| | | | |
| | | | |
| TOTAL | | TOTAL | |
| | | Income – expenses = | |

Remember to: check your financial goal:

- Break even?
- Make money?
- Provide a community service?

If you are GST registered

always use GST exclusive figures.

To calculate the GST exclusive figure (net) of an item, divide the total by 1.15



PLANNING SHEET 17

Funding calendar

Use this template to create a calendar of the fund raising that you intend to do in the coming year (or in lead up to your event or programme).

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------------------------|-----|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|
| Fees/ user pays | | | | | | | | | | | | |
| Donations | | | | | | | | | | | | |
| Sponsorship | | | | | | | | | | | | |
| Fundraising activities | | | | | | | | | | | | |
| Enterprise | | | | | | | | | | | | |
| Grants | | | | | | | | | | | | |

Adapted with permission from Exult "Practical Resources for Community Groups", www.exult.co.nz



PLANNING SHEET 18

Grant application calendar

Use this template to create a calendar of the funding applications that you intend to make in the coming year.

- Contact the funders for an application form and guidelines.
- Rank potential funders as to how likely they are to fund your project so you can focus on where you are most likely to succeed.
- Where possible, spread applications throughout the year to distribute the workload evenly.

| | Funder | Funder | Funder | Funder | Funder |
|---|--------|--------|--------|--------|--------|
| Project | | | | | |
| Amount requested | | | | | |
| Supporting documents and information needed | | | | | |
| Closing date | | | | | |
| Date sent | | | | | |
| Decision due | | | | | |
| Result \$ | | | | | |
| Accountability due | | | | | |
| Accountability done | | | | | |
| Comments | | | | | |

Adapted with permission from *The Grant Seekers Guide to successful funding applications*, www.trustwaikato.co.nz

Remember: it may take months for funders to make their decision, so allow for this in your planning



PLANNING SHEET 19

Sample production schedule

Production schedules are a great way of mapping out the event or programme. Including the staffing, the contacts and what's happening at what time.

Summer Daze Outdoor Concert

Venue: The Dell

Date: 5 January

Time: 1-4pm

Contacts

Any emergency 111

| | | |
|-----------------|----------------------|-------------|
| Producer | Site manager/caravan | First aid |
| Sound | Publicity | Food vendor |
| Parking/rubbish | Portaloos | Dance floor |
| MC | Roving entertainers | Bands |

MC (master of ceremonies) script to include: Things happening today, what's happening for children, health and safety notes (first aid, traffic/parking, shade, water) thanks (remember sponsors, organizers, partners, volunteers, participants), lost and found, have fun! ask for feedback

Production schedule

- 9am** Producer / Site Manager arrive - set up parking / stage & backstage / site
Caravan / dance floor arrive
- 10am** Sound / food vendor arrive
Production crew briefing
- 11.30am** Band one arrive and soundcheck
- 12noon** Parking crew briefing health and safety check. MC arrive and briefed
- 12.30pm** Soundcheck / set-up /health and check finished
Kids entertainers (face painters / magician / fairy) arrive. First aiders arrive

Concert

- 1pm** MC introduction
Band one perform. Roving kids entertainers begin
- 1.45pm** MC (in front) fills with audience prizes etc. Sound note: CD cues.
Changeover onstage
- 2pm** Band two perform
- 2.45pm** MC (in front) introduces dance group/Dance group perform (in front on dance floor).
Sound note: Music on tape. Changeover onstage
MC introduces Band three
- 3pm** Band three perform
- 3.58pm** MC wrap up
- 4pm** Concert ends
Debrief and thank participants
Rubbish removed
Sound / parking / stage and backstage / site pack-down
- 04.30pm** Portaloos / dance floor / caravan removed
- 05.30pm** Final site check



PLANNING SHEET 20

Event checklist

This checklist gives examples of items that may be involved in your event.

Event:

Venue:

Date:

Time:

| Action | Notes | Who |
|------------------------|-------|-----|
| Access | | |
| Accommodation | | |
| Activities | | |
| Approvals | | |
| Banners | | |
| Bookings | | |
| Bond | | |
| Briefings | | |
| Cancellation | | |
| Catering | | |
| Changing facilities | | |
| Clean-up | | |
| Consultation | | |
| Communications | | |
| Consents | | |
| Contacts list | | |
| Contracts | | |
| Debrief | | |
| Documentation | | |
| Dressing/decoration | | |
| Entertainment | | |
| Fencing | | |
| First aid | | |
| Foodstalls | | |
| Guests | | |
| Health and safety plan | | |
| Hospitality | | |
| Insurance | | |
| Invitations | | |
| Invoices | | |
| Job start times | | |
| Job end times | | |
| Lighting stage | | |
| Lighting venue | | |
| Load in | | |
| Load out | | |
| Map of site | | |
| MC/Compere | | |

**GET SET GO!
PLANNING SHEETS**



| | | |
|------------------------|--|--|
| Media | | |
| Meetings | | |
| Merchandise | | |
| Parking | | |
| Payments | | |
| Petty cash | | |
| Police | | |
| Postponement | | |
| Power | | |
| Production schedule | | |
| Programme | | |
| Promotion | | |
| Refreshments | | |
| Report | | |
| Resources | | |
| Rubbish disposal | | |
| Security | | |
| Signs | | |
| Shade | | |
| Sound | | |
| Sponsors' requirements | | |
| Staff | | |
| Staff base | | |
| Stall-holders | | |
| Staging | | |
| Stage manager | | |
| Storage | | |
| Telephone (site) | | |
| Toilets | | |
| Tool kit | | |
| T-shirts | | |
| Traffic | | |
| Transport | | |
| Travel | | |
| Vehicles | | |
| Vendors | | |
| Venue | | |
| Volunteers | | |
| Waste Management | | |
| Water | | |
| Weather contingency | | |
| Other | | |

**Do not work on the principle 'it will be alright on the day'.
There is no substitute for thorough planning.**



PLANNING SHEET 21

Evaluations planning

Use this planning sheet to create your evaluations plan

Name of programme/event:

Date of programme/event:

| Information we need to evaluate our programme/event: | What is the best way to get this information?* |
|--|--|
| List your programme/event objectives: 1. 2. 3. Did we meet them? How do we know? | |
| About participants (eg age, gender, where they live) | |
| About what participants thought, did they have fun? (eg about the programme, activities, leaders, timing, food, cost, venue, promotion) | |
| Financial information (eg break even, profit, loss, funding sources) | |
| From staff (eg what did they think? how was it for them?) | |
| Highlights/what went well? | |
| What would we do differently next time? | |
| Other | |
| Other | |

- * Ensure you have a wide range of evaluation collection channels. Ways of getting information could include:
- observing participants; comments and complaints; feedback sheet on wall for people to complete; casual interviews during the programme/event; group discussion; questionnaire or survey; de-brief with staff and volunteers; participant survey



PLANNING SHEET 22

Participant survey

Thank you for attending this programme/event. With your help, we're keen to make it even better next time. So what did you think of:

Event:

Date:

Section one: questions about the programme

How did you find out about this programme/event?

word of mouth brochure/poster media (please specify)

other (please specify)

What were you expecting from the programme/event before you came along?

What did you like about the programme/event?

| What did you think about? | Very good ☺ | good ☺ | satisfactory ☺ | poor ☹ | very poor ☹ | Comments |
|---------------------------|----------------|-----------|-------------------|-----------|----------------|----------|
| the programme | | | | | | |
| the leaders skills | | | | | | |
| the promotion | | | | | | |
| the cost | | | | | | |
| the venue | | | | | | |

Comments: is there anything else you would like to add? Please do so, we value your feedback.

Section two: questions about you

We would like to ask you some questions about yourself. Your answers will help us to work out who is using our programmes. If there are any questions you do not want to answer, please leave them blank.

Are you male female

How old are you? 0 – 19 20 – 39 40 – 59 60+

What suburb do you live in?

Which ethnic groups do you identify with?

Thank you for taking the time to fill out this survey. Please return it to:



PLANNING SHEET 23

Evaluation and reporting

Use the following questions as a starting point for evaluating your programme or event and any feedback that you have received. This information will be of interest to you, anyone running a similar programme in the future as well as your sponsors and funders.

Summary of programme and participant satisfaction survey's

| |
|--|
| <p>Programme description Name of programme/event: Date and time of programme/event: Programme/event description:</p> |
|--|

| |
|--|
| <p>How many people attended? (numbers or percentages) <input type="checkbox"/> male <input type="checkbox"/> female</p> |
| <p>Age groups attending: <input type="checkbox"/> pre-schoolers <input type="checkbox"/> children <input type="checkbox"/> teens <input type="checkbox"/> 20-39 <input type="checkbox"/> 40-59 <input type="checkbox"/> 60+</p> |
| <p>Where do they live?</p> |
| <p>How did they get there? <input type="checkbox"/> own vehicle <input type="checkbox"/> walked <input type="checkbox"/> bus <input type="checkbox"/> taxi <input type="checkbox"/> other</p> |
| <p>Which ethnic groups do they identify with? <input type="checkbox"/> NZ Maori <input type="checkbox"/> NZ European <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Other</p> |
| <p>How did they hear about your programme/event? <input type="checkbox"/> word of mouth <input type="checkbox"/> brochure/poster <input type="checkbox"/> media <input type="checkbox"/> other</p> |

| What did you think about? | Very good 😊 | good 🙂 | satis- factory 😐 | poor 😞 | very poor 😡 | Comments |
|---------------------------|----------------|-----------|------------------------|-----------|----------------|----------|
| the programme | | | | | | |
| the leaders skills | | | | | | |
| the promotion | | | | | | |
| the cost | | | | | | |
| the venue | | | | | | |



Financial information

Attach a copy of the budget and accounts

Planning information:

Programme objectives:

- 1.
- 2.
- 3.

Description of participants:

Who came?

Were they the people we had planned for?

Needs of the group:

What were the needs of participants?

Was this what we had identified?

For the future:

Highlights/What worked well?

What needs improving and how?