

City of Monash Event Planning Toolkit

Post-Event Evaluation Form

This post-event evaluation form is to be completed by the Event Organiser no later than 7 days following the delivery of the event.

Event Details

Name of Event

Event Organiser

Date

Location of event

Time of event

Event Evaluation

Event Success What was the aim of the event? How did you measure the success of the event?	
Highlights What worked well? What were some of the highlights of the event?	
Challenges Did you experience any challenges at the event? How did you manage to overcome these challenges?	
Feedback Did you receive any feedback from participants, traders, attendees about the event? Please provide feedback.	



Event Statistics

Event Attendees How many people attended the event?	
Audience Demographics What was the age and cultural demographic of your audience?	

Logistic Support

Please provide feedback if you received support from the below Council departments.

Waste Services	
Traffic Management	
Amenities	
Parks and Gardens	
Halls	
Health Services	
Depot Services	
Arts and Cultural Dev Support	

Risk Assessment

Were any risks identified on the event site and how were they managed?	
Were there any incidents that were reported at the event? Please attach the incident reports	



Opportunities

Will the event take place again?	
If yes, what key recommendations or changes will be implemented for future events?	

Photographs

Please provide any photographs of the event via email, links or file sharing services.	
Please upload any other marketing material that was produced for the event	

Other Comments

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Please complete and submit this form no later than 7 days after the event to events@monash.vic.gov.au

