



Event Evaluation Form

To be filled in and returned **post event** to:

Guernsey Arts Commission,
Guernsey Museum,
Candie Gardens,
St Peter Port
Guernsey
GY1 1UG
T: 01481 709747 E: info@arts.gg

IMPORTANT INFORMATION

The following Event Evaluation Form has been created for a number of crucial reasons. First and foremost, the information we gather from you through this form will help to monitor and account to the States of Guernsey that the money given to the arts has been distributed and used successfully in order to support, develop and promote the arts throughout and for Guernsey.

Secondly, it points to ways in which the Guernsey Arts Commission can further support you, the creative community of Guernsey, in order to develop in successive years. This feedback may support your future applications on an individual basis, and it may also serve to support the wider creative community.

With this information, the case for the arts can be made.

In order to process future funding applications, you and/or your organisation must have submitted all Event Evaluation Forms for previous events/projects; any outstanding Event Evaluation Forms will result in future funding applications regarded as invalid. If you are unsure about previous Event Evaluation Forms, please do get in touch with the Arts Development Team through info@arts.gg who will be happy to advise.

The contents of this form will be taken into consideration should your organisation apply for funding from the Guernsey Arts Commission in future.

Event Title:
Name of Organisation:
Date of Event(s)/Project:
Contact Details:
Brief Description of Event(s)/Project:
Detail what you deem to be the successes of your event/project:
Detail areas in which you consider improvements could have been made to improve your even/project:

Finances

Please list all sources of income and expenditure (including any that doesn't fall under the provided headings with clear sources): -

<u>Income</u>	<u>£</u>
Event/Project Income (Ticket sales, etc)	
Guernsey Arts Commission support	
Other public subsidy	
Private/Corporate support	
From organisations pre-existing funds	
<u>Total Income</u>	
<u>Expenditure</u>	<u>£</u>
Artistic Programme Costs	
Education Programme Costs	
Marketing Costs	
Fundraising Costs	
Governance Costs	
Overheads	
Other costs	
<u>Total Expenditure</u>	
<u>Totals</u>	
<u>Deficit</u>	
Deficit funded by : -----	

If tickets/publications were sold, did sales meet or exceed expectations? If they didn't please detail the shortfall amount and indicate why they were lower than anticipated:

Please list all sources of sponsorship including sponsorship in kind:

Number of artists appearing that were based locally:

Number of artists appearing at event who travelled from overseas:

Average number of nights each artist was in the island (approx):

Total number of people at event (estimates will suffice):

Estimated numbers of off island visitors at the event (not including artists):

Average number of nights each visitor was in the island (approx):

Details of on and off-Island promotion and media coverage received:

Detail links with other events, if for example, your event was run in conjunction with an educational or health initiative, etc:

How did your event/project satisfy the funding criteria of the Guernsey Arts Commission? (As detailed in the Guidance Notes to Arts Funding)

▪ **Accessibility and Communication:**

On a scale of 1-10, how do you feel your event/project was accessible to a wider audience not usually engaged with the arts and how did it help to increase involvement in the arts in Guernsey? Please do elaborate on your answer:

1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10

▪ **Audience Engagement:**

On a scale of 1-10, how do you feel your event/project provided enhanced learning opportunities, helped to develop an understanding of the arts and promoted contact with artists as well as developed a greater awareness of the arts in Guernsey? Please do elaborate on your answer:

1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10

▪ **Art in Public Places:**

On a scale of 1-10, how do you feel your event/project took the arts from 'traditional venues' into public places? This falls under the aim of furthering audience engagement and exploring the place of the arts in the wider context of our environment. Please do elaborate on your answer:

1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10

Can you also please email any relevant photographs/publications you have of the event/project (especially any containing Guernsey Arts Commission branded materials) and the name of the photographer to info@arts.gg (These photographs may be used by the Guernsey Arts Commission to promote its work funding the arts in Guernsey, wherever possible photographers and events will be credited).

SIGNED:

POSITION HELD:

DATE: