\* This information is important for Council to Collate and continue to be able to receive and offer event funding for community groups, please answer honestly and accurately

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| **Name of Event** |  | | |
| **Date held** |  | | |
| **Name of person completing this evaluation**  **Contact Number** |  | | |
| **Estimate - Number of participants –**  ***organisers, helpers, traders, stall holders taking part in the delivery of the event*** |  | | |
| **Estimate - Number of attendees –**  ***spectators paying or otherwise***  ***How did you get this number?***  ***(Counters, tickets, wrist bands etc)*** |  | | |
| **Were the attendees at your event:** | 🞏 All locals residents  🞏 A mix of local and regional residents  🞏 A mix of local, regional & Tourists from SA  🞏 All lof the above AND Interstate | | |
| **List any Environmental Initiatives you achieved/ introduced at this years event** | 1.  2.  3. | | |
| **Are there any environmental initiatives you are wanting to achieve at next years event? Or introduce?** |  | | |
| **How did Covid Restrictions effect your event this year?**  (how many extra volunteers, extra costs involved, extra infrastructure) | | | |
| **Did you have any issues of any event patrons not following COVID safe directions?** | | | |
| **Are there any aspects of your event that caused concern or would benefit from assistance in the future** | | | |
| **Were there any accidents or injuries associated with the running of your event?**  Please provide details. | | | |
| **Did anything arising from your event require a change to / or modification of your risk assessment?** Please provide details. | | | |
| **Were any complaints received from community members or SA Police in relation to your event.**  Please provide details. | | | |
| **Gross Income derived by the event organisers**  **(*include all entry fees, sponsorships, site fees, and other income)*** | **$** | | |
| **Total cost of running the event**  ***(include all amounts where a physical payment has been made)*** | **$** | | |
| **Total profit / loss derived from the event** | **$** | | |
| **If a profit has been made – how will this amount be used by your group?** | | | |
| **Number of Stall Holders at your event** |  | | |
| **Did you have a cash facility at your event (ATM) what was the total amount drawn from the machine?** | $ | | |
| **ECONOMIC BENEFIT FUNDING**  **(only complete if your event received Extra Economic Benefit funding)** | How Much Funding did you receive:  How was this money used?  What was the result? Did business provide feedback? How many vouchers etc were used? | | |
| **Please attach:**  🞏 Summary of Income and expenditure (Complete budget)  🞏 Copies of any written complaints received  🞏 5 High resolution images of your event that can be used for future promotion by Council  And any other information that you feel necessary | | | |
| **IN-KIND SUPPORT**  ***Please list all in-kind support with estimated $ amount received for this event***  *Ie. Any donations you received (what would their dollar value be should you have to purchase or hire)*  *Any discounts (ie butcher gave you 50% off sausages so you saved $100)*  *Volunteer Hours*  *Council infrastructure-*  *Ie. 3mx3m marque = $150ea(if you had to hire)* | | | | |
| Volunteer Hours- **in the preparation of your event**  (how many hours did you/ committee do in the lead up x $30 per Hour) | | Total Hrs=  $ | | |
| Volunteer Hours- **During the event**  (how many hours did you/ committee do in the lead up x $30 per Hour) | | Total Hrs=  $ | | |
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