

DUCK Event Monitoring and Evaluation:

This form is to be filled out by the appropriate member of the DUCK Exec and/or the event leader as soon as possible after the event.

Event name:

Your name:

Of the 3 objectives you chose from the DUCK Operational Plan (Fundraising, Development, Fun, Partnerships, Communication, Participants) how well do you feel that the event met these objectives?

Please contact the Student Fundraising Coordinator if you have any queries about these.

1. Objective: /10

Comments:

2. Objective: /10

Comments:

3. Objective: /10

Comments:

Charity Partnerships

Please only include recommended charities or those worked with for an event (exclude participants' own choices)

Type	Number	Names
Local Charities		
National Charities		
International Charities		

Was the charity involved in the running of the event?

Did DUCK provide any help for the charity in any way other than fundraising?

Was information about the charities being fundraised for/ recommended charities given to participants, and if so, how was this information given/where was it provided?

General

Who was involved with the organisation of this event (e.g. your name and the team members, the communications officer for creating posters, College Reps for distributing tickets, 5 expedition leaders that helped on the day to collect ducks)?

At least 3 good points about the event:

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At least 3 improvements that could be made:

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-
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Are there any comments that you would like to make about the event, for example about DUCK support, Union support or external parties?

What one piece of information stands out that you would tell a future leader of this event?

Do you feel that you would recommend that this event takes place next year?