

Event Report

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Report Details

Event Title

Event Provider

Event Date

Date Report Submitted

Overall Outcomes and Deliverables

Proposed Outcomes

The outcomes as outlined in contract awarded shall be displayed here. This will include details of the target audience and objectives to be met, as set out in the Request for Proposals.

Actual Outcomes

Actual Audience Reached

This will include details on the demographic of each person engaged.

Objectives 1,2,3 and 4

This section must include information on each relevant objective and detail how you assessed / collected data. For example, Objective 2 would require you to identify where people came from to take part in the event, for Objective 3, you may need to record engagement with people with special requirements and how you met those requirements.

Project Management

Project Plan

This is where we would like to see your project plan upon completion of the event, indicating where you excelled, deviated, struggled and where you may have learned something.

Marketing & Communication Plans

This will show a detailed comparison between the proposed plans and actual plans, with explanations for variances.

Budget

This section will show a detailed comparison between the proposed budget and the actual budget, with explanations for variances.

Further Information

Please describe your experience of running this event including how partners worked with you, any problems you may have had and any lessons learned. Please also describe your successes and what you feel was gained by this event, whether it ought to be repeated and whether it requires further input from HBC.