

# Evaluation Toolkit outline: What staff/project managers need to do and when

## **Public events such as Manchester Histories Festival**

Please ask each visitor to complete: NB. A new form needs to be completed for each event.	<ul style="list-style-type: none"> <li>● Event feedback form</li> </ul>
Lead person or volunteer at the event needs to complete:	<ul style="list-style-type: none"> <li>● Event Observation form</li> <li>● Volunteer Register for workshops and events</li> </ul>
External organisations putting on an event need to complete:	<ul style="list-style-type: none"> <li>● Partners Event Feedback form</li> </ul>

## **Workshop/ training events:**

For each workshop/training event, please ensure the following forms are completed:

Please complete for each event:	<ul style="list-style-type: none"> <li>● Volunteer Register (if required)</li> <li>● Facilitator Observation (Workshop)</li> </ul>
Please ask each person taking part to complete:	<ul style="list-style-type: none"> <li>● Image Release Form</li> </ul>
At the end of the session please ask each person taking part to complete:	<ul style="list-style-type: none"> <li>● Workshop/Training Feedback form</li> <li>● Artist/Facilitator Feedback form</li> <li>● Volunteer Feedback if for volunteers training only</li> </ul>

## **Projects:**

For each project please ensure the following forms are completed:

At the start of the project please ask each person taking part to complete:	<ul style="list-style-type: none"> <li>● Project Registration form</li> <li>● Image Release Form</li> </ul>
At each session the facilitator or artist needs to complete:	<ul style="list-style-type: none"> <li>● Workshop log</li> <li>● Record photo/audio</li> </ul>
At the midpoint of the project please ask each person taking part to complete:	<ul style="list-style-type: none"> <li>● Audio-Video Interview Questions sheet, stating their names and project at the beginning of each interview.</li> </ul>

At the end of the project the facilitator/artist needs to complete:	<ul style="list-style-type: none"> <li>● The Poster Evaluation Exercise</li> </ul>
At the end of the project please ask each person taking part to complete:	<ul style="list-style-type: none"> <li>● Project Feedback form</li> </ul>
At the end of the project please ask the artist/facilitator to complete:	<ul style="list-style-type: none"> <li>● Artist/Facilitator feedback form</li> </ul>

### **Digital Recording:**

Photos and audio/video recordings really help Manchester Histories to tell the storey of the project. Please keep a visual/audio records throughout the project by recording key moments which show people engaging in the workshops. Participants are encouraged to film/audio record each other's thoughts and feelings about the project so far using their mobile phones.

### **It is essential that you obtain participant consent by asking them to complete the Image Release Form.**

Let the people taking part know that they are about to film/record each other and that it is for the evaluation:

- If anyone wants to opt out, then they can do so freely.
- Put the people taking part in pairs, each with a mobile phone or audio recorder, and ask them to choose three questions from the Audio-Video Interview Questions sheet, stating their names at the beginning of each interview.
- Ask participants to send their recordings to the facilitator. Manchester Histories will store the videos/audio that are produced, and they may be used for reporting project outcomes.

### **End of the project:**

1. For project work the facilitator or artist needs to run the Poster Evaluation Exercise, providing an opportunity for all to:

- look back and reflect on what the project has achieved; and
- explore what can be learnt from the way it was delivered.

The exercise uses a large interactive poster with a timeline to which participants attach post-it notes identifying any particular high points or low points over the project 's history. This timeline then forms the basis of a semi-structured discussion about learning and impact. The whole exercise should last less than an hour.

2. After this session those taking part need to complete the feedback form.
3. Each facilitator/artist also needs to complete the end of project feedback form.

### **After the project:**

A short follow up session with artists, facilitators and project partners to be arranged and led by Manchester Histories and the evaluators.

All paper forms from projects/sessions to be added to google forms, so we can monitor and add to monthly monitoring sheet.

Case study produced by project manager and put on Manchester Histories website. Project section. Each case study needs a least four images and any link to other media.

All images from the project need to be uploaded on to Manchester Histories Flickr account. In a new album with project name.

### **CASE STUDY TEMPLATE:**

<b>Title of Project:</b>	
Description of Project: (About 200 - 500 words – what happened)	Lead image
Where the project took place:	
Partners involved in the delivery of project: (Name all partners)	
Artists/Facilitator: (Who was involved)	
Names of Groups/organisations involved:	Secondary image
Name of Schools involved: (Names of school and year group)	
X2 Quotes for each project please Quote names of person if possible	
Main Outcomes:	Third image
Key learnings:	
Legacy of project: (What positive things happened)	
Stats of project: (How many people took part?)	Fourth image
Additional information: (Add any website or social media links)	