

## Event Observation Form

- Please complete this form towards the end of the event before details are forgotten.
- Please use best estimates if you have no way of measuring exact attendances.
- Please give honest responses. We need to know what does or doesn't work.
- Please return your completed to Manchester Histories

<b>Event name &amp; venue/location:</b>			
<b>Event date:</b>		<b>Total number of visitors at event:</b>	

Please estimate proportion of attendees by age group (approximate estimates are fine)

<b>Age group</b>	<b>5 and under</b>	<b>6-9</b>	<b>10-19</b>	<b>20-24</b>	<b>25-49</b>	<b>50+</b>
<b>%</b>						

<b>Number of disabled people</b>			
<b>Is this an estimate or confirmed number?</b>	<b>Estimated (Y/N)</b>		<b>Confirmed (Y/N)</b>

<b>Number of Male/Female/Other</b>			
<b>Is this an estimate or confirmed number?</b>	<b>Estimated (Y/N)</b>		<b>Confirmed (Y/N)</b>

<b>Number of attendees from a Black or Minority Ethnic background</b>			
<b>Is this an estimate or confirmed number?</b>	<b>Estimated (Y/N)</b>		<b>Confirmed (Y/N)</b>

**How would you describe the atmosphere at today's event?  
(For example: buzzing, thoughtful, curious etc.)**

**What do you think was particularly successful about this event?**

**What most surprised you about this event?**

**What do you think was particularly challenging about this event?**

**Do you have any other feedback you wish to share about this event?**