

Facilitator Observation (Workshops)

- 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 form to Manchester Histories.

Event name/location			
Event date		Total number of visitors at event	

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

Age group	5 and under	6-9	10-19	20-24	25-49	50+
% (approx)						

Number of disabled persons			
Is this an estimate or confirmed number?	Estimated (Y/N)		Confirmed (Y/N)

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

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

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 do you think was particularly challenging about this event?

What most surprised you about this event?

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