



# Partner Event Feedback Form

To help better understand people’s experiences and to report back to our funders and supporters we invite you to complete this survey.

**Guidance:**

- Please complete one survey PER EVENT. If you run the same event more than once, please complete a survey each time, even if on the same day.
- It takes just 2-3 minutes to complete. Any staff member/volunteer can do it.
- It’s best to fill it in 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.

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

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

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

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

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

Thank you for taking part and your time to complete this form. Your feedback is important to us and helps us to improve future projects, events and activities. Please return to Manchester Histories.