



Connecting people through histories and heritage

## Manchester Histories Delivery / Reflection Form

Use this form during or immediately after any public event, one-off workshop, exhibition, partner-led event or mixed activity. A member of staff, facilitator or partner should complete one form for each discrete activity. If the activity is a participatory series with the same group of people over time, use the Projects evaluation route instead.

Activity / Event / Exhibition Name:	
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Project:	
Lead organiser / Partner:	
Venue / Location:	
Date(s):	

<b>Activity Type</b> <i>Please tick all relevant</i>	
Public event	<input type="checkbox"/>
Workshop	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>
Partner-led event	<input type="checkbox"/>
Mixed activity	<input type="checkbox"/>



# MANCHESTER HISTORIES

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Other	<input type="checkbox"/>

## Attendance

Total Number of attendees / Visitors:		
Confirmed <input type="checkbox"/>	Estimated <input type="checkbox"/>	Mixed <input type="checkbox"/>
If relevant, number of sessions / workshops included:		

## Demographic Summary

*Use best estimates where exact figures are not available.*

Age Group Totals:		Gender Totals:	
0-19		Female	
20-34		Male	
35-49		Non-Binary	
50-64		Prefer not to say	
65+		Unknown	
Unknown			
Number of disabled people:			
Number of attendees from a Global Majority background:			
Source used for this data: <i>I.e., Eventbrite, observation</i>			



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## Reflection on delivery

What worked particularly well?

What was particularly challenging?

What, if anything, would you change for next time?

*I.e., access, sustainability, timing, format, communications.*

## Reflection on Impact

What do you think participants or visitors gained from this activity?



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Were there any noticeable comments, quotes or stories?

## Outputs / Evidence

Was any additional material created? Briefly note what was created and where it will be stored or shared.

*I.e., photos, audio / video, quotes, case study, podcast, other.*

Any other comments