

Evaluation Toolkit outline

Not every Manchester Histories activity requires the same forms or information. The evaluation and consent process should be proportionate to the type and length of activity, who is taking part, and what information or material is being collected.

The sections below explain the standard process for different types of activity. Where Manchester Histories is working with an external organisation, such as a school or community partner, our processes may need to take account of the partner's own policies and consent arrangements. If you are unsure which process applies, speak to the General Manager before delivery.

Public events, one-off workshops, exhibitions, partner-led events and mixed activity

Before the activity, volunteers should be recorded using:	● Team Kinetic
During the activity, before people leave, or by email shortly afterwards, please ask visitors / participants to complete:	● Event feedback Form ● Single Session Feedback Form <i>(A short feedback form completed by a participant, attendee, teacher or other partner after a one-off workshop, talk, school or community session, where the full Event Feedback Form is not appropriate).</i> ● Consent Form for Individuals <i>(only where individual consent is needed for photography, filming or audio recording, for example workshops, volunteers, interviews, case studies or project documentation. General public event photography may instead be covered through signage / booking notices and an opt-out process).</i>
During or immediately after the activity, a member of staff, facilitator or partner should complete:	● Delivery / Reflection Form ● School Engagement Record <i>(Completed by the Manchester Histories staff member/facilitator delivering the activity to record participation figures, delivery information and relevant observations).</i>

Projects (participatory activity delivered over a series of sessions)

At the start of the project, please ask each new external participant taking part to complete:	● Project Registration Form
During the project , where consent is needed for identifiable photography, filming or audio recording in a group setting, participants should complete:	● Consent Form for Group Sessions ● Where one-to-one or individual recording is planned, use the Image Release Form for Individuals
After each session , the facilitator, artist or lead delivery person should complete:	● Session Log
	For longer or more complex projects, an optional midpoint reflection activity may be used where helpful, but this is not required for every project.
At the end of the project please ask each person taking part to complete:	● Project Feedback form
At the end of the project, the facilitator, artist or staff lead should complete:	● End of Project Summary within the Session Log ● A case study for the Manchester Histories website (refer to the template below)

Digital Recording

Photos, audio and video can help Manchester Histories document and share the story of a project. Where relevant, staff or facilitators may capture visual or audio material to support evaluation, reporting, case studies and communications.

Where identifiable photography, filming or audio recording is taking place in a group setting, please use the Consent Form for Group Sessions. Where one-to-one or individual recording is planned, please use the Consent Form for Individuals. Participants should be given clear information about what they are consenting to and an opportunity to ask questions. Participation in photography, filming or audio recording should always be optional.

Written consent is not the only option. If someone is unable to read or complete a written consent form, the information can be explained or read aloud to them and they can give their consent verbally or by video. The project lead should support the participant to use the method that is most accessible and appropriate for them.

After the project or event

1. **Digitise** any completed paper forms.
2. **Enter the relevant project data into the monitoring dashboard spreadsheet.** If you are unsure how to do this, refer to the workflow document.
3. **Produce a case study for the Manchester Histories website, where relevant.** This should summarise the project, key outcomes, learning, quotes and any agreed images or links to other media.
4. **Store and share project images.** Upload images to Flickr only if they are high quality and professional. Where appropriate, speak to the Marketing and Communications Officer and/or General Manager about using images on social media and factoring this into the content calendar.

Case Study Template

Title of Project / Event
Short description / overview <i>(~200 - 500 words describing what happened)</i>
Where the project took place
Partners involved
Lead artists / facilitators / delivery team
Who took part <i>For example: groups, organisations, schools, communities</i>
Main Outcomes
Key learning
What happened next / follow-on impact <i>If any</i>
Stats / participation numbers
Quotes - <i>Include 1-2 strong quotes drawn from existing feedback forms, interviews or other evaluation material.</i>
Images - <i>Include agreed, high-quality images where available</i>
Additional links / media - <i>Website links, video, podcast, social media, or other related material</i>

Once completed, please send the case study and any agreed images or links to the Marketing and Communications Officer and/or General Manager, who will review and upload the final version to the Manchester Histories website.