



Session log

Please complete this log **after each session** if you are the facilitator, artist or lead delivery person for a Manchester Histories project or participatory activity delivered over a series of sessions. It provides a short record of what happened, who took part, and any key reflections or learning. **At the end of the project, please also complete the summary section to reflect on the project overall.**

Project / Series Details

Complete once at the start	
About this project / series	
Project / series name	
Lead facilitator(s) / artist(s)	
Lead organisation / partner	
Main venue / location	
Planned number of sessions	
Type of activity (i.e., workshop)	
Main aims of the project / series	

Session Log – complete after each session

Session number	Date	Format	No of actual attendees	No of Staff / Partners	What activities took place?	What worked well?	Challenges / changes for next time

End of Project Summary

Complete this section once at the end of the project, using the session log above to help you summarise what happened across the project overall.

Overall, what worked particularly well about the project?	If this project ran again, what would you change?

Looking across the whole project, what difference do you think it made to participants?	What have you learned from delivering this project?

