**Event Review template for Community Event Organisers**

Event organisers who hold a Category B event on Council owned or managed land, will be required to complete a post event review. This review will analyse how effective the planning of the event was, and how well the event was executed.

Event review is key to measuring that event objectives and purpose have been met and documents the lessons learned to improve the performance for future events.

**<<insert event name>> Event Review**

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| **Event Name** |  |
| **Event Owner** |  |
| **Purpose or aim of event** |  |
| **Date/s** |  |
| **Location** |  |
| **Preparation**  Insert event plan/task list |  |
| **Catering** |  |
| **Marketing** |  |
| **Duration** |  |
| **Attendance** |  |
| **Estimated spend per person/attendee for duration of time in region**  Including travel, accommodation, food, drink |  |
| **Weather** |  |
| **Unforeseen problems arising** |  |
| **Relevant statistics**  Number of attendees /social media stats |  |
| **Budget Overview**  Basic Income and expenditure. This allows us to understand the costs associated and review council contributions for the future |  |
| **Event Overview**  Strengths, Weaknesses, Opportunities Threats |  |