**Engagement Activity Evaluation Template**

**Face to face engagement**

Use this form to record and review face to face engagement activities, including listening posts, workshops, walking tours etc. This form should be printed, brought along to the event and completed after participants have left, ideally with all staff in attendance.

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| **Activity Details** | |
| Name of person/s completing: |  |
| Activity: |  |
| Date/Time: |  |
| Staff/consultants attending: |  |
| Conditions:  (wet, hot, busy, quiet, noisy etc) |  |

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| --- | --- |
| **Participation Counts** | |
| No. of attendees/people engaged |  |
| No of women |  |
| No of men |  |
| Age range |  |

|  |  |  |
| --- | --- | --- |
| **Evaluation/Debrief** | | |
| What worked well/didn’t work well – how do you know? |  | |
| Improvement suggestions for second/repeat activity… |  | |
| In general, how would you rate the engagement level - and why?  1=poor, 2=fair, 3=high |  | |
| How would you describe the community sentiment regarding the project?  1=negative, 2=neutral, 3=positive |  |

**Reflections on the feedback received from the community**

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| --- | --- |
| **Feedback observations** | |
| What were the key issues, themes raised?  (positive and negative) |  | |
| Any specific comments or feedback to be noted? |  | |
| Any items requiring follow up? |  | |
| Any other feedback? |  | |