



How did it go? Evaluating your event

Thank you for completing this report. Within a month after your event is done, please follow these three steps:

Step 1: Complete this form and send us a copy.

In addition to getting a sense of what the outreach coordinators are up to around the province, we use this information to guide program planning, to report to our funders, and to advocate for support for dance. Your time, efforts and ideas are appreciated!

Step 2: Snail-mail us any copies of news clippings, articles, participant feedback that you may have.

We like to see these too!

Step 3: Print out a copy of this report to be kept in your own Dance Outreach file.

For your own reference, and to pass along to the next dance outreach coordinator.

1. Your Contact Information:

Name:

City/Town:

Phone number:

Today's date:

2. Please briefly describe the event, in a sentence or two.

3. Event/Activity Basics

Please fill in the boxes

Event Date	Activity	Age range	Number of Participants	Event Location

4. How did you get the word out? Please mark all that apply, with as much information as possible.

E-mail-Circulation? _____

Posters- Circulation? _____

Post-cards- Circulation? _____

Newsletter- Circulation? _____

Website- Address? _____ Number of hits? _____

Word of mouth

Classroom visits- How many? _____

T.V. interview- What station? _____

Radio interview- What station? _____

Facebook- Name of group/event? _____

How many members? _____

Blogging- What blog? _____

Twitter- How many tweets? _____

E-newsletter- Circulation? _____

Newspaper ad- How many ads? _____ Circulation? _____

Newspaper article/preview/review (circle which applies):

Which paper? _____

How many articles? _____ Circulation? _____

Dance studio visits- How many? _____

Other- Please describe _____

