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| STEP 1 | Determine what you want your event to achieve and how it will do that |

WHAT ARE THE AIMS?

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WHAT IS THE BACKGROUND?

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WHAT WILL YOU PUT IN?

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WHAT ACTIVITIES WILL YOU DO, AND HOW? WHO WILL GET INVOLVED?

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WHAT WILL HAPPEN ON THE DAY?

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WHAT OUTCOMES ARE YOU AIMING FOR?

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| STEP 2 | Decide what you want tofind out from your evaluation |

WHO IS THIS EVALUATION FOR?

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WHAT DO YOU NEED TO KNOW?

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WHAT KINDS OF DATA AND FEEDBACK DO YOU ALREADY COLLECT?

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| STEP 3 | Identify what evidence you need to find out, and make a plan for when and how to get that evidence |

AIMS

EVIDENCE YOU NEED PLAN FOR GETTING IT

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BACKGROUND

EVIDENCE YOU NEED PLAN FOR GETTING IT

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INPUTS AND ACTIVITIES

EVIDENCE YOU NEED PLAN FOR GETTING IT

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| STEP 3 | Identify what evidence you need to find out, and make a plan for when and how to get that evidence |

WHO GETS INVOLVED?

EVIDENCE YOU NEED PLAN FOR GETTING IT

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WHAT HAPPENED?

EVIDENCE YOU NEED PLAN FOR GETTING IT

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WHAT ARE THE EFFECTS OR OUTCOMES?

EVIDENCE YOU NEED PLAN FOR GETTING IT

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| STEP 4 | Decide what you will do withthe evidence once you’ve got it |

WHAT DOES THE AUDIENCE FOR YOUR EVALUATION NEED/WANT?

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WHO WILL ANALYSE AND INTERPRET THE DATA?

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HOW WILL YOU SHARE YOUR EVALUATION?

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WHAT WILL YOU DO WITH THE LEARNING?

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