

# 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?

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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 4

Decide what you will do with the evidence once you've got it

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**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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