C	ГЕР	1	Determine what you want your event
			to achieve and how it will do that

WHAT ARE THE AIMS?					
WHAT IS THE BACKGROUND?					
WHAT WILL YOU PUT IN?					
WHAT ACTIVITIES WILL YOU DO, AND HOW?	WHO WILL GET INVOLVED?				
WHAT WILL HAPPEN ON THE DAY?					
WHAT OUTCOMES ARE YOU AIMING FOR?					

## STEP 2 Decide what you want to find out from your evaluation

WHO IS THIS EVALUATION FOR?
WHAT DO YOU NEED TO KNOW?
WITH DO TOO NEED TO KNOW.
WHAT KINDS OF DATA AND FEEDBACK DO YOU ALREADY COLLECT?

## 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
BACKGROUND	
EVIDENCE YOU NEED	PLAN FOR GETTING IT
INPUTS AND ACTIVITIES	
EVIDENCE YOU NEED	PLAN FOR GETTING IT
	- I LY WY OK GET TING TI

## 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
WHAT HAPPENED?	
EVIDENCE YOU NEED	PLAN FOR GETTING IT
WHAT ARE THE EFFECTS OR OUTCOMES?	
EVIDENCE YOU NEED	PLAN FOR GETTING IT

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Decide what you will do with the 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?	
	_
HOW WILL YOU SHARE YOUR EVALUATION?	
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WHAT WILL YOU DO WITH THE LEARNING?	
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