



Don't DIS my ABILITY Post Event Evaluation Form

This evaluation is designed to measure the success of the Don't DIS my ABILITY campaign. Your comments will help us to plan for future events and improve the campaign in 2012.

Event Name: _____

Organisation: _____

Location: _____

Date: _____

Event Partners/Sponsors of your event:

How to fill in this form

Please provide as much detail as possible, and provide a rating from "Excellent" to "Unsatisfactory" by ticking the rating or answering Yes or No. See examples below:

- | | |
|---|------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Good | <input type="checkbox"/> No |
| <input type="checkbox"/> Satisfactory | |
| <input type="checkbox"/> Unsatisfactory | |

In addition to this evaluation, please include:

- Any report, feedback or recommendations you have about the event
- Any feedback (positive or negative) you received from event participants
- Examples of marketing/promotional materials you produced for the event
- Media releases, clippings or links
- Images taken at your event (electronically via email or on disc) – please note if any conditions of photo credits are required.

**Please return by fax: 02 8270 2110 by Friday 23 December
or email to: dontdis@facs.nsw.gov.au**

Section A. Evaluating your event

Answering the questions in section A will help us to understand the scope of your event and will assist us in planning Don't DIS my ABILITY activities in 2012.

About your event

1. How many people in total attended your event? _____
2. What was the capacity of the venue? _____
3. How many people did you expect to attend your event/s? _____
4. How many RSVP's did you receive or tickets were booked prior to the event? _____
5. If held over multiple days, please indicate the busiest days/peak times:

6. If your event was poorly attended, please indicate any reasons why this may have occurred:

7. What were the highlights of your event?

8. What was the most difficult aspect of your event?

Audience profile

1. Please estimate an approximate percentage of the people who participated in your activities:
 - a. People with a disability and their carers
 - b. People from culturally and linguistically diverse communities
 - c. Aboriginal or Torres Strait Islander people attended or were involved
2. Were any Local Councils/Local Members of Parliament involved in your event?
(If so, which Local Members of Parliament were involved?)

Media

1. Did your event attract media coverage (including local and community media)?
 - Yes
 - No
2. If YES, please list the name and date of media coverage and media outlet

Accessibility

1. Venue accessibility

Was your venue accessible and appropriate for people with a disability (eg lifts, ramps, accessible toilets)?

- Yes
- No

2. Resources for people with a disability

Did you supply additional services and resources to assist your audience to participate in your event (eg Auslan interpreter, hearing loop, audio descriptioning)?

- Yes
- No

3. Transport

Was your venue easily accessible by public transport?

- Yes
- No

4. Did you receive any feedback about your venue from the audience? If yes, provide comments

Promoting your event

1. Did you produce any marketing/promotional material to promote your event?

- Flyers
- Poster
- Program
- Newsletter
- Enewsletter
- Other (please indicate) _____

2. What marketing and media activities did you organise to promote your event?

- Registering your event on the Don't DIS my ABILITY website (dontdismyability.com.au)
- Registering your event on IDPWD website (idpwd.com.au)
- Press/radio/newspaper advertising?
- Promotional posters
- Promotion through local council networks?

Please provide details below and attach copies:

Section B. Don't DIS my ABILITY event resources

Your feedback will help us to improve the event tools and resources we provide for future campaigns.

Event resources on the Don't DIS my ABILITY website (www.dontdismyability.com.au)

1. Did you use the event resources available to you on the Don't DIS my ABILITY website?

- Yes
- No

2. Which of the following resources did you use (please tick):

- Checklist for your event
- Key messages
- Risk management planning
- Project planning guide
- Don't DIS my ABILITY logos
- Don't DIS my ABILITY 2011 Style Guidelines
- Don't DIS my ABILITY poster templates
- Event Starter Guide

3. Did you use the Don't DIS my ABILITY logo on advertising or at the event?

- Yes
- No

Section C. Don't DIS my ABILITY Marketing & Communications

What overall rating would you give the 2011 Don't DIS my ABILITY campaign?

Tick one of the following:

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Did you see or hear the Don't DIS my ABILITY campaign advertised in one of the following media?

If so, please indicate where e.g. The Sun-Herald, mX magazine, CityNews

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Magazines |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Buses |
| <input type="checkbox"/> Television | <input type="checkbox"/> Websites |
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> E-newsletters |

Made You Look magazine

Did you read Made You Look magazine?

- Yes
- No

If so, where did you get your copy? Eg. Retail outlet, newsagency, online

Which Outlet/s? _____

Did you find it easy to read and follow?

- Yes
- No

What overall rating would you give Made You Look?

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Comments

2011 Don't DIS my ABILITY Ambassadors

Did you know about the Don't DIS my ABILITY Ambassador program?

- Yes
- No

Did you request a Don't DIS my ABILITY Ambassador to appear at your event?

- Yes
- No

If yes, indicate which ambassador/s

Don't DIS my ABILITY website www.dontdismyability.com.au

Did you visit the Don't DIS my ABILITY website?

- Yes
- No

What overall rating would you give the Don't DIS my ABILITY Website?

- Excellent
- Good
- Satisfactory
- Unsatisfactory

Did you find the information you were looking for easily?

- Yes
- No

Was the information on the website useful?

- Yes
- No

Did you have any issues using the site?

- Yes
- No

If yes, please provide comments:
