



Person in charge:

Event date/s	Start	Finish
Location	Town/city	Venue
Attendance numbers	Boys Girls	Age range
Staffing numbers	Teachers	Volunteers
	Contractors	Senior students
Accommodation numbers	Adults	Nights
	Students	Nights
Transport used		
Distance travelled		
Curriculum areas	Learning outcomes:	Achieved Yes    No
Costs		

Item	Rating out of 10 1=low 10=high	Comment
1. Pre-event organisation		
2. Objectives met		
3. Travel arrangements		
4. Instruction		
5. Equipment		
6. Suitability of venue		
7. Accommodation		
8. Food		
9. Evening activities		
10. Other		

Signed:  Date:

Name