

Evaluation checklist 1: Checklist for engagement activities



PLANNING OVERVIEW

What is the name of the activity being evaluated?

What community participated in the activity?

What was the purpose of the activity? (e.g. to discuss...)

What desired outcomes and outputs were identified for this activity?

THE ACTIVITY

How many people attended the event?

Was the target audience represented at the engagement activity? (Were the people who you wanted to talk to there?)

Outline how the desired outcomes and output were met.

Outline any outcomes or outputs that resulted from the engagement, but weren't identified in the planning stages.

Did the activity work to budget?

FUTURE EXPECTATIONS

What next step has been identified from this activity for the community?

What next step has been identified from this activity for the CDEM worker?

Are there consequences to either of these next steps not being taken?

How does this activity contribute to the wider engagement programme?