NSW Bike Week Event Evaluation Report

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| --- | --- |
| Name of organisation |  |
| **Event organiser** |  |
| **Phone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| Name of event |  |
| **Brief description of event** |  |
| **Date** |  |
| **Time** |  |
| **Venue/s** |  |

|  |  |
| --- | --- |
| Event feedback | |
| How likely were participants to attend similar events in the future? |  |
| What do you think would make NSW Bike Week even better next year? |  |
| How can we help you achieve a  better result next year? |  |
| Did you find the style guide and advertising templates helpful and  easy to use? Any suggestions for improvement? |  |
| How aware were participants that NSW Bike Week is a NSW Government initiative? |  |

| Final event budget – Please include an itemised account of how the budget was spent on  NSW Bike Week promotions | | | |
| --- | --- | --- | --- |
| Item | Value | Government contribution | Other stakeholder contribution |
| Social and online media |  |  |  |
| Website |  |  |  |
| Magazine |  |  |  |
| Newsletter |  |  |  |
| Posters |  |  |  |
| Newspaper |  |  |  |
| Radio |  |  |  |
| Television |  |  |  |
| Banners, billboards |  |  |  |
| Flyers |  |  |  |
| Other, please specify |  |  |  |
| TOTAL |  |  |  |

\* Please attach copies of all print, electronic, audio and video advertising. Include rate cards and media schedules where applicable.

Event Summary

|  |  |
| --- | --- |
| Number of participants |  |

NOTE: It is a condition of funding that this report is completed and received by your NSW Bike Week Roads and Maritime Services Regional Coordinator prior to grant payments being made. An evaluation report for each event is required when multiple events are organised.