**Community initiative event evaluation report template**

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| **Event evaluation** |
| **Date** |  |
| **Location** |  |
| **Event description** |  |
| **Purpose/objective** |  |
| **Hauora Arotahi-Health areas of focus** |  |
| **Other funders/sponsors and amount/s** |  |
| **Branding used** |  |
| **Participant information (general description)** |  |
| **How many estimated attended** |  |
| **Financial loss/profit** |  |
| **Insights from event (qualitative and quantitative)** | *Use evaluation commentary below as a guideline* |
| **What went well** |  |
| **What would be done differently** |  |
| **Event value (ie would you do it again)** |  |
| **Links to web content**  | *(optional)* |
| **Photos (consent given)** | *(optional)* |

The purpose of the event evaluation report is to capture information gained from engaging with whānau through the community initiative. PHARMAC recognises that your Whānau Ora Collective receives valuable knowledge through engaging with whānau in the community. A good event evaluation report will help better inform PHARMAC’s decision-making for information-sharing, and for PHARMAC support of future Whānau Ora Collective events.

It is expected that the event evaluation report will reflect what was agreed to in the Annual Action Plan submitted to PHARMAC.

**Evaluation Commentary -**  In addition to the Guidelines template information above, an Evaluation Commentary is to be provided with information based on whānau and hauora kaimahi feedback such as:

* The barriers whānau continue to face when accessing or using their medicines.
* The common themes for whānau in regards to medicine adherence and/or knowledge.
* The other organisations involved, staff time contribution and relevant information to the event.
* What is working well for whānau to improve their health? Are there particular programmes or initiatives that have been successful other than this event? Why do those events work?
* What further information whānau would benefit from on this topic?