**Sample Form 17 <Insert school name/logo here>**

You may need to reduce the size of the name/logo you place here, click on the corner side of the box and drag in to fit.

Use the align left, centre or right tabs on the tool bars to move your name and logo.

**17. EOTC Event Review**

**Person in Charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Report(s) completed & filed yes n/a

Behavioural incident Report(s) completed & filed yes n/a

|  |
| --- |
| How where Learning Objectives met: |

|  |  |  |
| --- | --- | --- |
| Item | Rating  1=low  5=high | Comment |
| 1. Pre-activity organisation |  |  |
| 1. Programme suitability |  |  |
| 1. Travel arrangements |  |  |
| 1. Instruction |  |  |
| 1. Equipment |  |  |
| 1. Suitability of venue |  |  |
| 1. Accommodation |  |  |
| 1. Food |  |  |
| 1. Other |  |  |

**Staffing**

|  |  |
| --- | --- |
| **Supervision structure** |  |
| **Preparation level** |  |
| **Performance in roles allocated**  **(name the person & role)** |  |
| **Crisis management**  **(who handled this & how was it handled)** |  |
| **Near Misses** |  |
| **Appropriateness of Event Management Plan** |  |

|  |  |  |
| --- | --- | --- |
| **Suggested changes** | **How they will be implemented** | **Who is responsible** |
|  |  |  |

**TIC of Event**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EOTC Co-Ordinator**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_