

Organiser:

Location:

Date:

Party size:



# Organisers Evaluation Grid

## Overall Organisation

Party Time: Start \_\_\_\_ End \_\_\_\_

Venue Name & Address: \_\_\_\_\_

Is public transportation available to and from the venue?  Yes  No

If no, did you organise transport?  Yes  No

Venue Type:  Bar  Nightclub  Campus  Other \_\_\_\_\_

## Organising Staff

Is staff easy to identify?  Yes  No

If yes, by what means?  T-shirts  Caps  Other \_\_\_\_\_

## Alcohol Service

Staff serving beverages: \_\_\_\_\_ people

Have they been trained in Responsible Service of Alcohol?  Yes  No

Entry Fee?  Yes  No if yes, how much? \_\_\_\_\_

Does the fee include drinks?  Yes  No if yes, how many? \_\_\_\_\_

Happy Hour?  Yes  No

Price of alcohol beer \_\_\_\_\_ € wine \_\_\_\_\_ € cocktails \_\_\_\_\_ €

Soft Drinks/water available?  Yes  No

Soft drinks/water free?  Yes  No

Food Available?  Yes  No

Party sponsors?  Yes  No If yes, brand names: \_\_\_\_\_

## "Responsible Party"

Were Responsible Party materials available?  Yes  No

Were Responsible Party materials visible?  Yes  No

Posters?  Yes  No If yes, how many? \_\_\_\_\_

Location of posters?  Entrance/Exit  Main space  Bar  Restrooms  Other

Leaflets/ Postcards?  Yes  No

Other \_\_\_\_\_

Did a DJ or entertainer deliver a Responsible Drinking Message?  Yes  No

Where breathalysers distributed?  Yes  No If yes, how many? \_\_\_\_\_ When?  Entrance  Exit

Which other gadgets were distributed? \_\_\_\_\_

Students' reaction to the program \_\_\_\_\_

How do you think we could improve the program? \_\_\_\_\_