



NSW Bike Week Event Evaluation Report

Name of Organisation			
Contact Person			
Phone		Fax	
Email			
Website			

Details of the event

Name	
Date	
Time	
Venue/s	

Participant Information

Number of participants	
Participant demographics	

Promotional Information

Promotional campaign and activities	
Media – electronic and print (attach all clippings and full details of radio)	



and television coverage)	
Feedback on advertising and promotional templates	

Attachments
Media – Electronic, audio, visual and print advertising Event Photographs

Final Event Budget (Including details of how RTA funding was spent):

Item	Value	RTA contribution	Other stakeholder
Total			

Please return before the closing date indicated by the RTA
It is a condition of funding that this report is received by the RTA prior to sponsorship payments being made.