

Mega Events Fund (MEF) Supported Event
Observation Form

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|-----------------------------|--|--------------|--|
| Name of the Event: | | | |
| Date of Observation: | | | |
| Venue: | | Time: | |

| Assessment Aspects | Observations and Remarks |
|--|--------------------------|
| 1. <u>Organisation and Arrangement</u> | |
| • Overall organisation and co-ordination work | |
| • Manpower arrangement (No. of staff deployed, nature of work, and division of responsibility) | |
| • Technical and logistical arrangement | |
| • Venue arrangement, crowd control and safety measures | |
| • Ceremonial arrangement (if applicable) | |
| 2. <u>Participants and Visitors/tourists</u> | |
| • Is the event well attended? | |
| • Is the event popular to tourists? | |
| • Participants' response and feedback (if any) | |
| 3. <u>Players/Performers</u> | |
| • Standard and quality | |

* 委員會秘書附註 : 本文件只備英文本。

| Assessment Aspects | Observations and Remarks |
|---|--------------------------|
| <ul style="list-style-type: none"> Programme rundown, timing and ambience | |
| 4. <u>Publicity and Branding Impact</u> | |
| <ul style="list-style-type: none"> Acknowledgement of Government and MEF support | |
| <ul style="list-style-type: none"> Media coverage (no. of reporters, type of media present etc.) | |

Overall Comments

(a) Do you consider that the event has generally achieved the targets and deliverables undertaken by the organiser in the MEF funding agreement?

(b) Other comments (e.g. anything commendable? Areas for improvement?) :

Signature: _____ Name: _____

Position _____ Date: _____