

**Mega Events Fund (MEF) Supported Event
Observation Form**

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

Assessment Aspects	Observations and Remarks
1. Organisation and Arrangement	
<ul style="list-style-type: none"> • Overall organisation and co-ordination work 	
<ul style="list-style-type: none"> • Manpower arrangement (No. of staff deployed, nature of work, and division of responsibility) 	
<ul style="list-style-type: none"> • Technical and logistical arrangement 	
<ul style="list-style-type: none"> • Venue arrangement, crowd control and safety measures 	
<ul style="list-style-type: none"> • Ceremonial arrangement (<i>if applicable</i>) 	
2. Participants and Visitors/tourists	
<ul style="list-style-type: none"> • Is the event well attended? 	
<ul style="list-style-type: none"> • Is the event popular to tourists? 	
<ul style="list-style-type: none"> • Participants' response and feedback (if any) 	
3. Players/Performers	
<ul style="list-style-type: none"> • Standard and quality 	

*委員會秘書附註：本文件只備英文本。

Assessment Aspects	Observations and Remarks
• Programme rundown, timing and ambience	
4. Publicity and Branding Impact	
• Acknowledgement of Government and MEF support	
• 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: _____