

Ponsonby Primary EOTC review form.

Rate and comment on the following aspects of the EOTC event. Rate out of 10, 1 = low, 10 = high

Event:	Rating	Comment/Recommendations for improvement
1. School planning for the event. To include parent advice/ meetings/ training and relevant forms.		
5. Equipment- to include safety aspects.		
6. Suitability of venue		
7. Accommodation if applicable		
8. Food if applicable		
9. Activities provided		
10. Other, to include staff organization and leadership.		

Name of reviewer: \_\_\_\_\_ Date; \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_