



## Evaluation

An evaluation report template is included at the back of this section. This template needs to be completed and returned to us within a month of your festival ending.

### Example Table Monitoring Form used in previous years



**YOUR PING CITY:**  
**TABLE LOCATION:**  
**TYPE OF TABLE:**  
(INDOOR OR OUTDOOR)



**EVENT NAME:**  
(IF APPLICABLE)

**WEATHER:**

**COMPLETED BY:**

**PEAK: DATE:**

**START TIME:**

**END TIME:**

**OFF PEAK: DATE:**

**START TIME:**

**END TIME:**

M

F

M

F

F

M

F

M




**NUMBER OF PARTICIPANTS DURING MONITORING VISIT : MALE/FEMALE**

**IS THERE ANYONE WATCHING OR WAITING TO USE THE TABLE? IF YES, HOW MANY?**

**NOTES:**  
(ANYTHING THAT MIGHT MAKE THE TABLES PARTICULARLY BUSY OR QUIET, E.G. BANK HOLIDAY, RELIGIOUS FESTIVAL)

**RETURN TO...**

**At...**



## Evaluation Template used in previous years

## Report

**Ping! City - Evaluation Report Template****Ping! [City Name] headline figures**

Number of tables =

Number of participants =

Number of events =

Number of days the project ran for =

Number of staff working on the project =

Number of volunteers working on the project =

**Ping! (City name) summary**

Please write a short paragraph to summarise what happened this year. If your city has previously taken part in Ping!, please also include information about how many years your city has Ping!-ed, any new developments this year and how many new tables and new partners were brought on board in 2016.

**Goals & objectives**

Please provide a short summary of the main aims and objectives for Ping! 2016 in your city.

**Table locations**

Please complete the table below to let us know where you placed tables as part of Ping! 2016. If you worked with any partner organisations to promote their tables, please also complete the second table. If you have previously been part of Ping!, then please also complete the third table so we can see how many Ping! tables from previous years are still in use.

<b><u>New tables for Ping! (City name) 2016</u></b>		
<b><u>Location</u></b>	<b><u>No. of rollaway tables on site</u></b>	<b><u>No. of static tables on site</u></b>
E.g. Finsbury Avenue Square	2	0
Total:		

<b><u>Partner tables promoted as part of Ping! (City name) 2016</u></b>		
<b><u>Location</u></b>	<b><u>No. of rollaway tables on site</u></b>	<b><u>No. of static tables on site</u></b>
Finsbury Avenue Square	2	0

Total:		

<b><u>Ping! (City name) tables installed in previous years that are still in public use</u></b>		
<b><u>Location</u></b>	<b><u>No. of rollaway tables on site</u></b>	<b><u>No. of static tables on site</u></b>
Finsbury Avenue Square	2	0
Total:		

**Steering group**

*It would be helpful for us to know more about your local steering group. Please summarise who was on your Ping! steering group, which organisation they represent and what role each group member played in developing Ping!*

**In-Kind contribution made by your steering group**

*Ping! is very aware that each steering group makes a significant in-kind contribution through their time, expertise and other contributions. If you are able to provide us with an approximate value of your in-kind contribution – through staff development time, event management, internal PR resources, etc. - this would be extremely useful for us to show our funders and other partners - e.g: X hours management and development @ £30/hour; x hours coaching @ £20/hour; x hours table maintenance @ £10/hour.*

**Key partnerships**

*Please list any additional significant Ping! partnerships, stating who you worked with and how you worked with them during Ping!, including any sports partners, community groups, local businesses, galleries, museums, cafes, pubs etc.*

*In-kind contributions and value of this e.g. staff development time, internal PR resources, table sponsorship etc, Sporting partnerships – any evidence of connections set up with leisure centres, youth clubs, day care centres, community sporting facilities, Evidence of non-sporting partnerships with galleries, businesses, cafes / bars etc*

**In-Kind contribution made by your partners**

*Whilst we appreciate it is very difficult to put a value on the support provided by your partners, it would be extremely helpful if you are able to provide us with an approximate value for this - e.g: X hours management and development @ £30/hour; x hours coaching @ £20/hour; x hours table maintenance @ £10/hour.*

**Volunteers**

*Please tell us about the role volunteers played in Ping! 2016. It would be useful for us to know more how you recruited them, any training provided and relevant feedback from volunteers - e.g. do they want to continue volunteering for Ping! legacy activities, have they gone on to volunteer for other initiatives etc. Please include any photos, quotes, videos or useful information that can be used for compiling volunteer case studies.*

**Marketing**

*Please tell us how you promoted Ping! locally and attach any marketing materials that you feel worked particularly well to promote your table locations and / or events programme.*

*Please provide links and / or attachments of any media coverage of your event.*

*If you used social media to promote Ping! in your city, then please provide examples of quotes from social media and any Twitter and / or Facebook analytics to show the following:*

Facebook analytics:	XX new likes
	XX page visitors
	XX Facebook reach
Twitter analytics:	XX New followers

**Table locations**

*Which were your most successful tables locations and why? For example, did they reach a high number of participants or a hard to reach demographic – or have they inspired any Play On activities? Any statistics and evidence you are able to give here would be extremely useful for future Ping! partners and funding so we would welcome as much information as you are able to provide.*

*Were any of your table locations NOT successful? For example, did any of your tables get damaged or did you have to move any tables because of a lack of engagement? Again, any information you are able to provide us with would be extremely helpful in developing Ping! in the future.*

**Events**

*Tell us about your most successful events, including information about who organised them, who they were aimed at, how many people attended and why you thought they worked well. Where possible, please include photos, quotes, videos or useful information that can be used for compiling case studies.*

*Were any of your events less successful? If so, why do you think that was the case? Any information you can give us here is useful for advising potential new Ping! partners.*

**Feedback from participants**

*We'd love to hear feedback from people who played on your Ping! tables. Please include examples of quotes that you have gathered at tables, events or via your social media. If possible, please include any interesting stories from or about Ping! participants to demonstrate the project's impact in your area.*

**Feedback from partners**

*Please include feedback and quotes from your project partners.*

**Feedback from the steering group**

*Do you have any comments about Ping! in your area that you would like to add here?*

**Budget breakdown**

*Please provide a summary of your final project costs, showing the breakdown of expenditure on equipment; events; marketing, staffing, volunteers etc. Please feel free to attach a spreadsheet.*

**Table donations**

*Please complete the table below to let us know about any table donations you have made at the end of Ping!*

<b>Donation locations after Ping! 2016</b>			
<b><u>Venue / Organisation</u></b>	<b><u>No. of rollaway tables on site</u></b>	<b><u>No. of static tables on site</u></b>	<b><u>Who will be using the tables here</u></b>
The Calthorpe Project	1	0	

<b><u>Ping! (City name) locations where tables will remain after the summer</u></b>		
<b><u>Location</u></b>	<b><u>No. of rollaway tables on site</u></b>	<b><u>No. of static tables on site</u></b>
Finsbury Avenue Square	2	0
Total:		

**Play On opportunities**

*Have you identified any Ping! participation pathways in your area, such as recreational ping pong venues, regular tournaments and events, partnerships with tennis clubs and sports centres and community venues that offer regular table tennis sessions? If so, how have you promoted these locally? Please attach any marketing materials you have used to promote play on opportunities.*

**Future plans**

*Do you have any plans for the on-going development of Ping! in your area? Please let us know of any future plans and partnership working to develop Ping! in your city – so that we can work out the best ways to support you in the future.*

**Success & learning**

*Do you have any feedback for the central Ping! team? What have been the main issues in delivering Ping! 2016? How would you change / improve things in the future?*