

Site Visit Evaluation Form  
**Please complete for each visit conducted. Duplicate as needed.**



Site Visitor Name: \_\_\_\_\_

Date of Site Visit: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Name of Grantee: \_\_\_\_\_

Activity/Event Title: \_\_\_\_\_

Location of Activity/Event: \_\_\_\_\_

**Please check appropriate response to the following questions:**

Did you notify grantee prior to conducting the site visit?  Yes  No

Were you greeted with recognition by grantee/organization staff?  Yes  No

Was there promotion for the project/event? (If yes, please attach or describe below.)  Yes  No

Did publicity include credit to Colorado Creative Industries?  Yes  No

Was the logo used?  Yes  No

**Briefly describe activity/event:** (430 characters with spaces for all text boxes)

**Briefly describe promotional materials:**

**Rate overall *artistic quality* activity/event:**

Outstanding  Good  Adequate  Poor

**Rate level of *publicity* for activity/event:**

Outstanding  Good  Adequate  Poor

**Rate overall *organization* of activity/event:**

Outstanding  Good  Adequate  Poor

**Rate *general audience* response:**

Rave  Enthusiastic  Unenthusiastic

**Audience constituency (if any). Check all that apply.**

Youth  Seniors  Persons with Disabilities  African-American  Native American  Caucasian  
 Latino  Asian  Other: \_\_\_\_\_

**Estimate total audience:** \_\_\_\_\_ **Estimate total audience capacity:** \_\_\_\_\_

**Estimate audience size in relation to venue capacity.**  25%  50%  75%  100%

**List any additional comments about the event/activity and its benefits to the community:**

**Overall site visit rating. (5=highest, 1=lowest) \_\_\_\_\_**