



203-2197, Riverside Drive  
 Ottawa, Ontario  
 K1H 7X3  
 613. 248.1353

## Event Evaluation Form

NAME OF THE ORGANIZER: -----

EVENT: -----

DATE: -----

WEATHER: -----

NUMBER OF SPECTATORS: -----

PRESIDENT OF THE COLLEGE OF COMMISSAIRES: -----

NUMBER OF ATHLETES: -----

DISTANCE:  
 Please include a list of total distances for each category. -----

EVALUATION COMPLETED WITHIN 30 DAYS OF EVENT: YES NO

<u>Key:</u>	0= Poor	1= Satisfactory	2=Average	3=Good	
<b>CRITERIA</b> <i>(Please put crosses in the appropriate boxes)</i>	<b>APPRAISAL</b>				<i>(Office use only)</i> <b>Total</b>
	0	1	2	3	
<b>1 – COMMUNICATION PRIOR TO EVENT</b>					
Communication (information provided and inquiries answered)					
CCA- level of professionalism and easiness to work with					
List of transport available nearby (airport,, bus, train,, taxi, rentals, etc.)					
List of accommodation (hotels & camping) located near the site					
List of restaurants and groceries located near the site					
List of media that will be contacted					
List of social/community activities to do around					
Technical Guide (collaboration, information provided, readiness)					
<b>2 – REGISTRATION</b>					
Registration Form/System					
Registration Deadlines					
Registration Facilities					
Registration Personnel on site					
Rider’s Package ready to go					
Rider’s Numbers properly prepared					
<b>3 – FACILITIES / VENUE</b>					
Location / Access / Parking					
Commissaire Room/Space					



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Storage/Lockers provided					
Race Office & Equipment					
Washrooms on site					
Showers/Changing rooms on site					
Teams & Expo/Vendors area					
<b>4 – TRACK/RACE COURSE</b>					
Training Schedule					
Competition Schedule					
Start Area/Gate					
Start Gate back up					
Staging Area					
Finish Area					
Readiness of the track/race course					
Equipment for maintenance					
Perimeter fencing, if applicable					
Marshalls (educated and sufficient numbers)					
Lightning system (if applicable)					
<b>5 – TIMING/RESULTS</b>					
Start Lists (accurate, posted in advance and distributed)					
Results (accurate, posted/distributed to CCA immediately)					
Posting Boards					
Timing/Results Equipment					
Timing/Results Equipment Backups available					
Timing Room Facilities					
Qualified and Competent Personnel					
<b>6 – COMMUNICATION SYSTEM</b>					
A PA Systems is displayed properly around the site					
Announcer (quality, bilingual, competent)					
Radios (between: commissaires, President and organizer, organizing committee members, organizer and first aid staff)					
Posting Boards					
<b>7 – COLLEGE OF COMMISSAIRES</b>					
Travel arrangements and Accommodations adequately provided					
Honorarium and Per diems paid in due time					
Cohesiveness of the working Panel					
Overall treatment from the organizing committee					
<b>8 – ASSISTANT TO THE COLLEGE</b>					
Adequate technical assistants/volunteers					
Marshalls, if applicable					
<b>9 – MEDICAL</b>					
First Aid Station (adequate, visible, ideally located)					
Competent Staff					
Emergency Action Plan					
Ambulance on site/ reaction time					



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<b>10 – DOPING CONTROL</b>					
Facilities					
Doping Control Officers (competent, responsible)					
Volunteer Chaperones (adequate amount, gender representation)					
<b>11 – AWARDS CEREMONY</b>					
Prize List (approved by CCA, delivered)					
Podium (style, size, exposure, etc)					
Protocol (medals and jerseys presentation)					
Announcing (bilingual, respecting protocol)					
<b>12 – SPONSOR/PARTNER/VIP CONSIDERATIONS</b>					
Banners/Flags etc (location, installation, etc was appropriate)					
VIP Areas, passes and activities					
<b>13 – ORGANIZING COMMITTEE</b>					
Adequate number and organization of volunteers					
Treatment of volunteers (meals/t-shirts etc.)					
Overall organizing capacity					
Demonstrated ability in both official language					
<b>TOTAL</b> (office use only)					<b>/ 201</b>



**ADDITIONAL COMMENTS:**

**15 – STRENGTHS**

**16 – WEAKNESSES**

**17 – RECOMMENDATIONS**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_