**Contains Strong Language – M&E Briefing Notes for Volunteers**

As a volunteer support the Contains Strong Language festival, we’d really appreciate your help with a couple of monitoring and evaluation tasks.

1. **AUDIENCE COUNTS**

In order to assess the success of the year, we need to keep track of how many people attend. The following three events are unticketed and as such we would like a volunteer to use one of the clickers to count how many people are in attendance at these events:

* [**ATTACHMENT**](https://www.hull2017.co.uk/whatson/events/attachment/) **28 Sep 2017, 12pm (free, unticketed), TBC**
* [**POETRY PICNIC: POETRY TAKE AWAY – FRED VOSS**](https://www.hull2017.co.uk/whatson/events/poetry-picnic-poetry-take-away-fred-voss)**30 Sep 2017, 1.30pm (free, unticketed) Queens Gardens**
* [**HELEN MORT AND MICHAEL SYMMONS ROBERTS**](https://www.hull2017.co.uk/whatson/events/helen-mort-and-michael-symmons-roberts)**1 Oct 2017, 2.30pm (free, unticketed) Kardomah 94**

If at any time around the beginning of a show you are not needed for another task, it is also useful for a volunteer to count the audience in attendance at any of the free ticketed events. To use a clicker, make sure it is reset to 0 using the reset button and then press the larger button once for each person in attendance. Once you have counted everyone, please record the number from the display on the sheet which is kept in the box with the other monitoring and evaluation supplies at Hull College.

1. **Audience Contact Details**

To evaluate the contains Strong Language Programme, we will be undertaking a telephone and email survey with attendees in the week after the event. At the end of each event in the programme, please encourage audiences to complete a postcard with their contact details including whether they are willing to be contacted by email or telephone. Please collect in the completed postcards and return them to the box of monitoring and evaluation supplies at Hull College. We’d love to hear from the diversity of audiences at the event, so ideally please try and get a few postcards completed at each of the shows you support.

Finally, thank you! Your help with collecting this information helps us understand how well the year is going and the experiences of those who have taken part. It will help us to make the case for more arts and culture in Hull in the future!