



## A Physical Activity Event for Women in Your Community

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The following document has been created to assist you in preparing your final Women in Motion Report. This information will serve as a tool for InMotion Network to evaluate the overall Women in Motion Program. It is also an opportunity for you, your partners and volunteers to “see” the results of all your hard work.

**There are five parts to your Final Report. Please be sure to complete all parts before sending it in. Please note: Final Reports are due within three weeks of the completion of your program.**

|  |                                       |
|--|---------------------------------------|
|  | Event Overview                        |
|  | Women in Motion Financial Statement   |
|  | Your Women in Motion Story (synopsis) |
|  | Event Evaluation Details              |
|  | How Did We Do?                        |

### Women in Motion Event Overview

|  |  |
|--|--|
| Event Name:  |  |
| Event Date:  |  |
| Event Location:  |  |
| Registered Number of Attendees:                          |  |
| <i>Please specify the number of attendees who are: *</i> |  |
| New Canadians  |  |
| Aboriginal (First Nations, Métis, Inuit)                 |  |
| Disadvantaged  |  |
| Special Needs  |  |
| Number of Volunteers                                     |  |

\*The InMotion Network receives funding from the Government of Canada; Women and Gender Equity Ministry and the Alberta Sport Connection

## Women in Motion Financial Statement

Please provide a financial breakdown of the expenses associated with your Girls in Motion event along with any in-kind support you received. Please describe where necessary. (Note: It is not necessary to include receipts, except for photocopied receipts for equipment rentals over \$500)

| Revenue  | Actual \$ |
|--|-----------|
| Participant Registration Fees                                    |           |
| Grants/Contributions   |           |
| Resources  |           |
| Donations  |           |
|  |           |
|  |           |
| <b>Total Revenue (please add above items):</b>                   |           |
|  |           |
| *In-kind donations (please do not include in Total Revenue line) |           |
|  |           |
|  |           |

*\*In Kind donations may include: facility or wage costs covered by municipality, door prizes, giveaways*

| Expenses  | Estimated \$ |
|---|--------------|
| Materials and Supplies                          |              |
| Marketing and Promotions                        |              |
| Honorariums (specify)                           |              |
| Equipment Rentals                               |              |
| Facility Rental and Related Costs               |              |
| Food and Refreshments                           |              |
| First Aid                                       |              |
| Volunteer Needs                                 |              |
| Child Care                                      |              |
|   |              |
| <b>Total Expenses (please add above items):</b> |              |

## **Your Women in Motion Story**

Please tell us your Women in Motion story by describing the essence of your Women in Motion event. Share with us any inspiring, entertaining or surprising details etc. that made your Women in Motion event unique & successful.

- Describe how you were able to provide women with a low cost, community-based event in a supervised recreational setting:

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- Explain how you provided opportunities for women to actively engage in a variety of indoor and outdoor physical activities of choice, including both individual and team sports:

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- Did you provide participants with essential information to pursue activities of their choice? Explain:

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- Were you able to meet the needs of women of different ability/disability levels, ages and cultural backgrounds? Explain:

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- Explain how you provided a fun and inviting atmosphere along with opportunities for women to socialize and meet new people:

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## Event Evaluation Details

How many different activity options were offered?

What range and variety of options were offered (example: team sports, fitness, outdoor pursuits etc)? And how were the activities suited to different age, ability and fitness levels of participants?

Which activities were favored by the women?

How were the activities organized between instructors? Were the instructors suited to the various activities? If not, how could you gain access to appropriate instructors for future Women in Motion events?

Did you have sufficient volunteers on hand for the event?

Were volunteers sufficiently trained?

If you answered no to either one or both above questions, please list some possible ways to improve the volunteer situation for any future Women in Motion events you may hold:

Was the location suitable for the event?

What would you leave the same and/or do differently with respect to the venue and layout of the program?

Was the date you chose to run the event suitable from the perspective of the participants/planning lead time requirements/venue access etc? If no, please explain:

How did the makeup of your planning team support the program design and delivery?

How well did the planning process that you used work? Did you use information obtained in the resource guide? If so, how? Were you able to use or build on ideas generated at the workshop?

Provide a summary of your provision of food and refreshments for the participants and volunteers. Was it appropriate and enough? What would you do differently for next time?

Summarize your marketing and promotional actions for the event and any ideas/improvements for next time:

List the local sponsors you were able to access and comment on their suitability for the event:

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|  |  |

Please attach any aspects of the event you think might help us work toward improving the overall program for next time, including examples of your publicity, program outline, volunteer orientation agenda and photos of the event itself.

### **How Did We Do?**

Comment on the supports received from InMotion Network and the Women in Motion program delivery process including: Women in Motion Resource Manual (web-based guidebook), Teleconference Workshop (if requested), & follow up supports from the InMotion Network.