

FAS Event - Evidence checklist for SharePoint

Actual Date of Event: 07/02/18

Event Title: NVZ & Nutrient budgeting workshop (Borders) 20124742

No of attendees: 17

Item	SharePoint	Uploaded to FAS Website?
Delegate Package (photographic evidence)	Y	Y
Flyer/Advert	Y	-
Attendance Register/Sign In Sheet	Y	N/A
PowerPoint	Y	Y
Map/Grid reference of event venues	Y	-
Risk Assessment	Y	N/A
Evaluation Forms	Y	N/A
Agenda	Y	
SFAS Event Checklist	Y	Upload only summary of event
Post Event Summary Form	Y	Y
Photographic Evidence	Y	Y
Video Clip	N	

Checked By: Sarah Kerr

Date: 20/02/18