**Evaluation Data Inventory**

*Understanding what you have and what you need to satisfy your question*

**What is/are your evaluation question(s)?**

*(e.g., what is the question you hope to answer with your evaluation?)*

**What passive data do you already have?***(e.g., data you have any way that don’t take extra effort to collect)*

Meeting minutes

Working documents

Notes from post program, arts activity, event, or exhibit

Notes from debriefs with staff or community partners

Strategic planning documents

Notes or feedback from community check-ins

Registration for events

Post-event evaluation forms

Web or social media analytics

Other

**What active data do you already have?**

|  |  |
| --- | --- |
| **People** *(e.g., # attendees of things you do)* |  |
| **Engagements**  *(e.g., # of social media interactions)* |  |
| **Events/ programs**  *(e.g., # of things do organize)* |  |
| **Outputs**  *(e.g., # of things you create)* |  |
| **Other**  *(e.g., what else do you collect?)* |  |

**Whatother information do you need to answer your evaluation question?**

*(e.g., what do you currently not know that you would find helpful in your day-to-day or big-picture work?)*

**Who will you need to contact to collect this new data?**  
*(e.g., past event participants, collaborators, attendees of your upcoming exhibit next week)*

**What opportunities are coming up to add a simple data collection activity?**  
*(e.g., a feedback form at your next event, a question at the end of your next staff meeting, a question on the registration form for your next program)*