**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)*