

Appendix A - Curatorial Contractor Debrief Report

Event Name	
Event Date	
Contractor Name	
Contract #:	
Date of Report	

Event Overview

Please write a brief description of the event, including submissions, exhibited Artworks and the Exhibition space.

Budget

Please fill in the table below.

Activity (as per Price Schedule on RFQ)	Anticipated Hours (as per Price Schedule on RFQ)	Actual Hours	Budgeted Expenditure (as per Price Schedule on RFQ)	Actual Expenditure
Subtotal				

Please explain the reasons for any budget variances (if applicable).

Please list any contract variances (if applicable).

Variation Order #	Description of Work	Amount (excl. GST)	Reason for Variance

Recommendations

1. What worked well?

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2. What didn't work well?

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3. Lessons Learnt. What can we change or do differently to make the event and/or the planning process better?

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4. Opportunities. What are some new ideas we can implement to make the event better?

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Feedback

1. Please list any feedback or comments received from Artists.

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2. Please list any feedback or comments received from Subcontractors.

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3. Please list any feedback or comments received from the general public (if applicable).

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4. Please list any feedback or comments from the Curator for the City

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Additional Comments

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