

# SHADOW EVALUATION FORM

This form is designed to help you process what occurs during the course of an Outdoor Program activity and help you develop an awareness of what it takes to pull off a successful program. Take the time to reflect on what you observe and ask yourself what worked in the program and what could be improved on. Share this information with the program leaders, then in to Tim Bates or the Volunteer Coordinator within three days of the event.

Name of shadower \_\_\_\_\_

Program leaders \_\_\_\_\_

Program name \_\_\_\_\_ Date \_\_\_\_\_

## Pre-Program Preparation:

How were you included or informed on the pre-program preparation?

## Program Presentation:

Did the presenter(s) begin on time? If not, why?

Describe the presenter(s) style and appearance. (Voice, dress, professional behavior and attitude)

How did the presenter(s) introduce the program/themselves/the group?  
Were participants made to feel welcome?

Describe the effectiveness of the introduction. What could be improved?

Describe the content of the program: Was it appropriate for the audience?

Did the presenter(s) accomplish their goals and cover the topic effectively?

What methods were used to present the information? (Story, game, video, lecture, demonstration, ...) Why did the presenter(s) choose that method?

How did the presenter(s) conclude the program?

Did they end on time? If not, why?

What worked well with the program?

What could be improved on?

How will you use what you learned/observed in the future?