



MEETING/EVENT OBSERVATION FORM

Observer Name:		Date:
Start Time:		End Time:
Meeting/Event:		
Location:		
RGH Staff/Facilitators :		
Number of Attendees:		
Materials/Handouts:		
Activity 1:		
Facilitator(s):		
Allotted time duration: 10 minutes		
Start Time:		End Time:
What is happening? (activity) :	Participants' reactions:	
Summary of activity: (e.g., Ran over/under time allotted? Significant deviations from the agenda? Did people get stuck? Did activity require materials that were not in the room?)		
Summary of participant response: (e.g., Were people engaged? Were people "getting it"? Were people baffled or silent? Was conversation dominated by one or two people? Emotional tone? Were people defensive?)		



Additional observations, comments, questions, or concerns:

Activity 2:	
Facilitator(s):	
Allotted time duration:	
Start Time:	End Time:
What is happening? (activity) :	Participants' reactions:
Summary of activity: (e.g., Ran over/under time allotted? Significant deviations from the script? Did people get stuck? Did activity require materials that were not in the room?)	
Summary of participant response: (e.g., Were people engaged? Were people "getting it"? Were people baffled or silent? Was conversation dominated by one or two people? Emotional tone? Were people defensive?)	
Additional observations, comments, questions, or concerns:	



Activity 3:	
Facilitator(s):	
Allotted time duration:	
Start Time:	End Time:
What is happening? (activity) :	Participants' reactions:
Summary of activity: (e.g., Ran over/under time allotted? Significant deviations from the script? Did people get stuck? Did activity require materials that were not in the room?)	
Summary of participant response: (e.g., Were people engaged? Were people "getting it"? Were people baffled or silent? Was conversation dominated by one or two people? Emotional tone? Were people defensive?)	

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Additional observations, comments, questions, or concerns:

Activity 4:	
Facilitator(s):	
Allotted time duration:	
Start Time:	End Time:
What is happening? (activity) :	Participants' reactions:
Summary of activity: (e.g., Ran over/under time allotted? Significant deviations from the script? Did people get stuck? Did activity require materials that were not in the room?)	
Summary of participant response: (e.g., Were people engaged? Were people "getting it"? Were people baffled or silent? Was conversation dominated by one or two people? Emotional tone? Were people defensive?)	



Additional observations, comments, questions, or concerns:

Activity 5:	
Facilitator(s):	
Allotted time duration:	
Start Time:	End Time:
What is happening? (activity) :	Participants' reactions:
Summary of activity: (e.g., Ran over/under time allotted? Significant deviations from the script? Did people get stuck? Did activity require materials that were not in the room?)	

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<p>Summary of participant response: (e.g., Were people engaged? Were people “getting it”? Were people baffled or silent? Was conversation dominated by one or two people? Emotional tone? Were people defensive?)</p>
<p>Additional observations, comments, questions, or concerns:</p>

Wrap-Up	
Facilitator(s):	
Allotted time duration:	
Start time:	End time:
What is happening? (activity) :	Participants’ reactions:



Summary of activity:

Summary of participant responses:

Additional observations, comments, questions, or concerns:

Summary Observations/Comments: