

PARTICIPANT OBSERVATION FORM

Meeting Observation	YES	NO
1. Who attended the meeting?		
Youth		
Parents		
Law Enforcement		
Alcohol Beverage Control		
Judicial System		
Educators		
Health/Prevention Specialists		
Public Officials		
Faith Community Leaders/Officials		
Business Owners		
Alcohol Retailers		
Other		
2. Who participates in the meetings?		
3. How are decisions made?		
4. How is the leadership structure established?		
5. How is the agenda established?		
6. Are there members that are disruptive? If yes, how are they handled?		
7. Are there specific accomplishments achieved by the end of the meeting?		
8. How is the workload divided?		
9. Is the meeting documented and materials sent to participants?		

Participant Observation Form continued

Contact Observation	YES	NO
1. Who is contacted?		
Youth		
Parents		
Law Enforcement		
Alcohol Beverage Control		
Judicial System		
Educators		
Health/Prevention Specialists		
Public Officials		
Faith Community Leaders/Officials		
Business Owners		
Alcohol Retailers		
Other		
2. How is the contact made?		
3. Who makes the contact?		
4. What is discussed?		
5. Is there follow up?		
Media Event Observation		
1. What was the topic of the news event?		
2. Where was the event held? Was it a good location?		
3. Who were the speakers?		
4. Was the event well organized?		
5. What materials were distributed?		
6. Were the materials appropriate, well written and newsworthy?		
7. How was the media contacted?		
8. What media attended?		
9. Was it or was it not a successful event?		

APPENDIX 5 – Community How To Guide On...EVALUATION

Participant Observation Form continued

Legislative Activity
1. Who supports the legislation?
2. What barriers were raised against the legislation?
3. Was the legislation modified? If yes, how?
4. Was an advocacy effort mounted for or against the legislation? If yes, was it effective? Why, why not?
5. Was the legislation passed? If yes, was there an effort to educate the public and/or youth about the legislation?
Public Information/Education Campaign
1. What materials were included in the campaign?
2. Did the target audience(s) positively react to the campaign? If yes, why? If no, why?
3. Was there any media involvement in the campaign?
Law Enforcement Activity
1. What was the activity?
2. Who was the target audience?
3. What occurred?
4. What was the reaction of the target population?
5. Were arrests/citations given? If yes, what was the number?
6. Was the activity/action successful? If yes, why? If no, why?
7. Did the media cover the enforcement action?
8. What was the disposition of the citations/tickets/arrests? Fines? Jail? License suspensions? Community service? Another sanction?