

# Appendix 1: Feedback checklist



At the end of Youth at the Top 2022, the organizers of each event must provide us the material below, to be sent **up to three weeks after their event**:

## 1- Photos and videos

	Quantity	Details	Description
<input type="checkbox"/> <b>Photos</b>	10 to 15 photos max	High definition	Must show an <b>overview</b> of the event, with an emphasis on the different <b>activities realized by the participants</b> . They must show at least: <ul style="list-style-type: none"> <li>• One collective or <b>creative activity</b></li> <li>• One activity regarding the theme “<b>Water in all its forms</b>”</li> </ul>
<input type="checkbox"/> <b>Videos</b>	1 to 3 short videos (60 seconds max)	Copyrights: specified in the name of each file  <b>Please make sure you have parental permission for the dissemination of these images</b>	

## 2- Any other communication material, including youngsters’ feedback

	Format	Description
<input type="checkbox"/> <b>Additional material</b>	Open: as audio, text, artistic expression	e.g., a <b>message conveyed to other groups</b> of kids or an expression of the kids’ <b>feelings/ impressions</b> about the event.

## 3- News published in local media

All the news published in the local media about your event must be reported and sent to us.

## 4- Survey

At the end of Youth at the Top 2022, an email will be sent to each organizer with the address of an online survey to be filled in. This survey will be your global activity report, where you will be able to comment on all the aspects of the event, give us your feedback and recommendations for future improvements.

## 5- List of participants

You must provide a list with the names, surnames, age and email addresses of all the young participants. Please use [the template](#). The participants’ information will stay confidential and will be used for ALPARC’s purposes only.

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