



# Obtaining participant feedback during your live digital Festival event

Please help us gather feedback to inform future events and Festivals

## Just 3 things!

1

### RUN A QUICK POLL AT THE END OF THE ACTIVITY USING THE FOLLOWING QUESTIONS

1. How would you rate your level of enjoyment? [1 to 5 where 1 is very low and 5 is very high]
2. Did you learn anything new? [Yes/No]
3. Would you take part in a Festival of Archaeology event in the future? [Yes/No]
4. What is your age?
5. Are you Male/Female/Prefer not to say/Prefer to self describe as...
6. What is your ethnic group?

2

### SHARE THE SURVEY LINK AT THE END OF THE QUICK POLL AND MENTION £50 PRIZE DRAW

Use this survey link if your event is aimed at everyone:

<https://www.surveymonkey.co.uk/r/FoA22Par>

3

### SHARE ANALYTICS WITH US (SEE OUR ANALYTICS/INSIGHTS GUIDANCE SHEET)

Each online platform will have its own analytics or insights tool. We are interested in the number of online engagements/views your activity generated and the location and demographics (age, gender). Please send this info to [festival@archaeologyuk.org](mailto:festival@archaeologyuk.org).

## Follow the instructions for setting up a poll based on your platform

### YOUTUBE



1. Go to video manager and click edit
2. Select 'card', 'add card', choose 'poll card'
3. Edit card with the questions

### GO TO WEBINAR



1. From dashboard, click '+poll'
2. Choose 'multiple choice with one answer'
3. Add question and answer range as above, click save

### TWITCH



1. From dashboard, click 'create new poll'
2. Add question and answer range as above, click 'start poll'

### FACEBOOK



1. From your page, select 'camera' tab and click 'interactive tab' to access polls
2. Add question and answer choices, saving, then 'Go Live'.

### ZOOM



1. Use chat function to add in questions, then explain choices and ask participants to respond with their response
2. Save chat

### TWITTER



1. Click 'tweet' button and click 'add poll' icon
2. Add question and choices
3. Tweet

### FALLBACK OPTION FOR ALL PLATFORMS

1. Use live chat options to type questions and ask participants to type their response (e.g. yes, no, 1-5)