

Participant Survey • Mentor Feedback Survey • Organiser Debrief Form

About these three forms

Participant Survey: distribute immediately after awards, while everyone is still in the room (target 80–100% response rate).

Mentor Feedback Survey: give to mentors during the post-event networking. Takes 5–7 minutes.

Organiser Debrief Form: complete within 48 hours of event end while details are fresh. Schedule a debrief meeting with the full team.

FORM A – PARTICIPANT FEEDBACK SURVEY

Event: [Event Name] | Date: [Date] | This survey is anonymous.

Section 1 – Overall Experience

1. How would you rate your overall hackathon experience?

1 – Very poor 2 – Poor 3 – OK 4 – Good 5 – Excellent

2. Would you recommend this hackathon to a friend or classmate?

Definitely yes Probably yes Not sure Probably no Definitely no

3. What was the best part of the hackathon for you?

4. What was the most challenging aspect?

Section 2 – Learning & Skills

5. Which skills did you develop or strengthen during the hackathon? (tick all that apply)

- Teamwork and collaboration
- Problem-solving and design thinking
- Digital tools and technology
- Presenting and communication
- Research and critical thinking
- Time management under pressure
- Innovation mindset
- Understanding of sustainability / digital literacy / inclusion

6. Please rate your confidence in the following areas BEFORE and AFTER the hackathon (1 = low, 5 = high):

Skill area	Before (1–5)	After (1–5)	Change
Working in a diverse team	/5	/5	→

Skill area	Before (1-5)	After (1-5)	Change
Solving open-ended problems	/5	/5	→
Using digital collaboration tools	/5	/5	→
Presenting ideas to an audience	/5	/5	→
Understanding sustainability challenges	/5	/5	→
Thinking innovatively and creatively	/5	/5	→

7. What is the most important thing you learned or realised during the hackathon?

Section 3 – Themes & Challenge

8. Which theme did your team work on?

Digital Literacy Sustainability Inclusion Democratic Participation

9. How would you rate the clarity and quality of the challenge brief you received?

1 – Very unclear 2 3 4 5 – Very clear

10. Was the difficulty level of the challenge appropriate for your group?

Too easy About right Quite challenging Too difficult

Section 4 – Mentors & Support

11. How helpful were the mentors?

1 – Not helpful 2 3 4 5 – Extremely helpful

12. What could mentors do differently to improve support?

Section 5 – Logistics & Open Feedback

Aspect	1-Poor	2	3	4	5-Excellent
Venue and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering and refreshments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event schedule and pacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology and tools provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication before the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What one change would most improve this hackathon for future participants?

Any other comments?

FORM B – MENTOR FEEDBACK SURVEY

Thank you for mentoring! This takes approximately 5 minutes. Event: [Event Name] | Date: [Date]

1. Overall, how would you rate your experience as a mentor at this event?

1 – Poor 2 3 4 5 – Excellent

Please rate (1-5)	Score
Clarity of the mentor briefing I received	/5
Quality of the challenge briefs	/5
Preparedness of the participating teams	/5
Organisation and logistics on the day	/5
My ability to add value within the rotation schedule	/5

2. What was the most common challenge or need you observed across teams?

3. What support or preparation would have made you a more effective mentor?

4. Were there any team dynamics or situations that should be flagged to the organising team?

5. Would you mentor at a DigiCollab event again?

Yes, definitely Probably yes Unsure No

6. Any further comments or suggestions?

FORM C – ORGANISER DEBRIEF FORM

Complete within 48 hours of event end. Review with the full organising team in a debrief meeting.

Event: [Event Name] | Debrief date: [Date] | Completed by: [Name]

Part 1 – Key Statistics

Metric	Target	Actual	Notes
Applications received	25-30	[]	
Participants attended (Day 1)	16-20	[]	
Participants attended (Day 2)	16-20	[]	
Teams competing	4	[]	
Mentors participated	[]	[]	
Judges on panel	3-5	[]	
Volunteers	[]	[]	
Media / press present	[]	[]	

Part 2 – What Went Well

Planning and preparation:

Day 1 execution:

Day 2 execution:

Mentoring and support:

Awards and recognition:

Part 3 – What Could Be Improved

Planning phase issues:

Logistics issues:

Technology issues:

Participant experience issues:

Budget surprises:

Part 4 – Action Items for Next Edition

Action item	Priority (H/M/L)	Owner	Deadline
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]
[]	[]	[]	[]

Part 5 – Overall Assessment

1. Were the hackathon objectives achieved?

Fully Mostly Partially No

2. Would you organise this event again with the same format?

Yes, same format Yes, with changes Unsure No

3. Most important single improvement for the next edition:

4. Anything else to document for institutional memory:
