



Young Reporters
for the Environment

Event Workbook

Your field notebook for understanding,
reporting, and driving real change.

Name: _____

School/Organisation: _____





Before the Event

Fill this out before the event. Explore the [YRE Journey guides](#) as well as the [YRE Event guide](#) for support.

What is this event about?

Why is it happening?

Who is organising it?

What perspective do you bring as a young person?

Who is invited to speak?

Who is missing?

What solutions are already being proposed

What change do I want to influence through this event? Who is my audience?

What format will influence them most?

Use this document to stay focused, record what matters, and leave with material you can actually use.

Remember to drink water, enjoy the experience, stretch your legs, be mindful, and take breaks when you need them. Your wellbeing is just as important as your contribution.

YOUR TOP FOCUS TODAY WILL BE

Related Guide Pages: 13–16

Your 3 objectives for the event

1	2	3

Event Details

Event

Location:

Date:

Your role:

Event Plan



Map out how you will prepare, participate, and follow up to get the most from this event.

Sessions/ workshops/ talks to prioritise

Session 1	Session 2	Session 3

Key people to find or speak to

Name/role 	Why they matter:
Name/role 	Why they matter:

Key people to find or speak to

Time	What

Resources to review or follow up

Link/ title:	Why it matters/ action:

LIVE EVENT NOTES

Keep your notes concise, factual, and usable.

Related Guide Pages: 13-16

What is actually being said?

Key topics/ sessions

Claims backed by evidence

(data, examples, commitments)

Repeated messages/priorities

What is missing?

Gaps in the discussion

Missing stakeholders or perspectives

Assumptions





Solutions and credibility check

Use this section to capture proposed solutions, assess credibility, and identify what should happen next.

1 Proposed solutions

Proposed solutions	Owner(s)/ decision-makers	Feasibility	Timeline	What should happen next?

2 Proposed solutions

Proposed solutions	Owner(s)/ decision-makers	Feasibility	Timeline	What should happen next?

3 Proposed solutions

Proposed solutions	Owner(s)/ decision-makers	Feasibility	Timeline	What should happen next?

Key people and contacts

Name: _____

Role/organisation: _____

Why relevant: _____

Contact (if shared): _____

Name: _____

Role/organisation: _____

Why relevant: _____

Contact (if shared): _____

Name: _____

Role/organisation: _____

Why relevant: _____

Contact (if shared): _____

Name: _____

Role/organisation: _____

Why relevant: _____

Contact (if shared): _____

Quotes, evidence, and references

Record verbatim where possible. Always note the speaker and context.

Quote:

Speaker: _____

Key data / references mentioned:

Quote:

Speaker: _____

Key data / references mentioned:

Quote:

Speaker: _____

Key data / references mentioned:

Core questions to ask key participants

What happens after this event? _____

Who is responsible for action? _____

What evidence supports this claim? _____

How will this be implemented locally? _____

What impacts are not being addressed? _____

What impacts are not being addressed?

Professional checks before sharing information during and after the event:

- ☐ Accurate and verified
- ☐ Context understood
- ☐ Permissions considered (recording/ quotes/ images)
- ☐ Fair representation of people and positions
- ☐ Useful to intended audience



Before You Leave

Do this before you walk out.

- ☐ Main takeaway is clear _____
- ☐ Names, roles, and spellings confirmed _____
- ☐ At least 2 strong quotes captured _____
- ☐ Key commitments / next steps identified _____
- ☐ Contacts saved for follow-up _____
- ☐ Useful resources / links recorded _____

Challenge

One action I will take....

One conversation I want to start....

One way I will share solution(s) with my community...

One change I will make...

After the event

Related Guide Pages: 17-22

What mattered most?

What did I learn?

What surprised me?

What felt missing?

What solution seemed strongest?

What would be most useful to share?

What does this mean for my community?

Was the event accessible and inclusive?

Were solutions discussed seriously?

What would make the next event better?

