



[TOOLS FOR IMPLEMENTATION, REPORTING AND MONITORING OF AV VAN SHOWS]

Prepared by Bangladesh Knowledge Management Initiative (BKMI)

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AV Vans bring entertaining and educational audio and visual media directly to the people. They can be displayed at convenient times and places, and are particularly useful for reaching people who live in remote and/or media-dark areas. The quality of AV Van presentations can be increased when trained facilitators are able to answer questions and facilitate dialogue within the community, and when they have access to printed BCC materials – either to display or to distribute to the audience.

This guide contains four tools for presenting, reporting and monitoring AV Van shows.

1. Step-by-step Activities for AV Van Shows

This tool is mainly for projectionists who present AV Van shows. It describes the steps that must take place before the show, during the show and after the show. Supervisors and/or those who are responsible for monitoring AV Van activities should also be familiar with this information.

2. Projectionist Reporting Format

This tool is a format for reporting the details and content of each AV Van show. It should be completed by the Projectionist following each show, and submitted to his or her supervisor.

3. Monitoring Checklist

This tool is for supervisors who are responsible for monitoring AV Van activities. One checklist is used for each show. Supervisors may choose to monitor a sample of AV Van shows, and need not be present at every show.

4. AV Van Monthly Activity

This tool is for central-level officials to compile information about AV Van shows that were conducted each month. Information will flow from projectionists to supervisors to central-level officials.

Step-by-step Activities for AV Van Shows

A. Before the Show:

1. Prepare a calendar for AV Van shows at the beginning of the fiscal year, including dates, times and locations. Review the calendar quarterly and revise as appropriate.
2. Identify the intended audience and themes to be covered at each show. Select appropriate videos for the audience and theme. Document your plan.
3. Contact the local Family Planning Inspector (FPI) for the show location to confirm the date, time, location, intended audience and theme for the show. Request the FPI to:
 - a. Seek permission from local authorities to use the proposed venue
 - b. Ensure that the venue is ready for the show on the designated date and time
 - c. Arrange for the participation of the intended audience at the show
 - d. Inform community members, local leaders, NGOs, government officials, field workers and other relevant stakeholders of the show well in advance of the show; give reminders as the date approaches.
4. Prepare the content of the show:
 - a. View the selected videos to ensure they are appropriate for the audience and theme, and to plan the sequence
 - b. Prepare answers for probable questions from the audience
 - c. Prepare questions for the audience to ensure their understanding of the theme; Be sure to include open-ended (ie not simply yes/no) questions.
 - d. Prepare a brief speech to conclude the show that will reinforce key messages
 - e. Make necessary arrangements for providing simple but useful gifts to reward those who can answer correctly quiz questions.
5. One week before the show: Remind the FPI of the upcoming event, and check to see that arrangements (see #3 above) have been made.
6. The day of the show: Confirm once again with the FPI. Start early for the event, considering traffic jams, set-up time and unexpected delays.

B. During the Show:

1. After reaching the location:
 - a. Communicate with FPI & get updates on venue and audience
 - b. Encourage the attendance of community members, local leaders, NGOs, government officials, field workers and other relevant stakeholders
 - c. Set up the equipment for the show; ensure that audio and video are clear and accessible to the audience
 - d. Set up any signage, posters or other BCC displays that you have brought
2. Extend a hand of cooperation to any official who may be present for other purposes (such as monitoring personnel).
4. Start the event on time Begin with a warm welcoming message that will create enthusiasm and excitement among the audience.
5. Within 2-3 minutes of starting the video, ask the audience if they can hear and see properly. Consider pausing the video if you need to adjust the equipment for better hearing and viewing.
6. Take a break midway through the show. Ask the audience if they have any questions. Ask some open-ended questions to see if the audience understands the themes.
7. Take photos of the audience and the venue (AV Van Driver can assist with this).
8. After the videos have finished, facilitate a question and answer session.
 - a. Respond to questions from the audience without judgment.
 - b. Try to encourage a two-way conversation between yourself and the audience. For example, ask the audience about the barriers to certain behaviors, or what they think about a character in one of the videos, or what they would do if they were in a situation that was shown in one of the videos.
9. If available, distribute printed SBCC materials that support the themes of the show.

10. To conclude the show, facilitate a short quiz session based on the theme of the show. Reward all participants who can answer correctly with simple prizes such as chocolates, pencil, erasers or another small item.
11. End the event by thanking everyone.
12. Wrap up logistics & return to base.

C. After the Show:

1. Complete the Projectionist Reporting Format.
2. Share the report with supervisors & take feedback (including the monitoring findings). Incorporate feedback into plans for future events.
3. Document the changes.

Projectionist Reporting Format

1. Date of show (DD/MM/YYYY): _____
2. Location of show:
 - a. District _____
 - b. Upazila _____
 - c. Village _____
 - d. Venue _____

3. Officials associated with AV van show:

Sl. No.	Name	Designation	Arrival Time	Departure Time	Signature
1.		Projectionist			
2.		AV van driver			
3.		AVE mechanic			
4.		FPI			

4. List of government/NGO/local authorities who were present:

Sl. No.	Name	Designation	Arrival Time am/pm	Departure Time am/pm	Comment	Remarks
1.						
2.						
3.						
4.						
5.						

5. Target audience: _____
6. Number of target audience: _____
7. Number of total audience: _____
8. Information on video show:

Sl. No.	Title of video shown	Type of video	Main Issue/ Theme	Duration (minutes)
1.				
2.				
3.				

9. Audience questions:

Sl. No.	Questions
1.	

2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

10. Quiz questions:

Sl. No.	Quiz questions	Number of correct responders	Number of incorrect responders	Provided rewards (Yes / No)	Remarks
1.					
2.					
3.					
4.					
5.					

11. Attach 4-6 pictures with captions so that the holding of the AV Van show is evidenced.

"IMAGE" Picture 1.Caption.....	"IMAGE" Picture 4.Caption.....
"IMAGE" Picture 2.Caption.....	"IMAGE" Picture 5.Caption.....
"IMAGE" Picture 3.Caption.....	"IMAGE" Picture 6.Caption.....

12. AV Van Driver performance:

Sl. No.	Activity	Yes	No	Remarks
		<i>(Tick as appropriate)</i>		
Before show				
1.	Safe and efficient driving			
2.	Loading & unloading of equipment properly			
3.	Careful setup of equipment			

Monitoring Checklist

1. Date of show (DD/MM/YYYY): _____
2. Location of show:
 - a. District _____
 - b. Upazila _____
 - c. Village _____
 - d. Venue _____

3. Officials associated with AV van show:

Sl. No.	Name	Designation	Arrival Time	Departure Time	Signature
5.		Projectionist			
6.		AV van driver			
7.		AVE mechanic			
8.		FPI			

List of government /non-government / local authority who were present:

Sl. No.	Name	Designation	Arrival Time am/pm	Departure Time am/pm	Comment	Remarks
1.						
2.						
3.						

1. Information on video show:

Sl. No.	Name	Main Issue/ Theme	Duration (minutes)	Audience Comments
1.				
2.				
3.				
4.				

2. Activity score:

Sl. No.	Activity	Yes	No	Remarks
		<i>(Tick as appropriate)</i>		
Before & During show				
1.	Event as per schedule			
2.	Start on time			
3.	Shared objectives			
4.	Break provided appropriately			
5.	Took feedback from audience			
6.	Good coordination with FPI			
7.	Closed on time			

Sl. No.	Activity	Yes	No	Remarks
		<i>(Tick as appropriate)</i>		
8.	Took notes			
9.	Snapped pictures of event (AV van driver)			
10.	Projectionist seem well prepared			

Question & Answer session				
11.	Welcoming attitude to audience			
12.	Appropriate tone of answer			
13.	Attended all questions			
14.	Stimulated audience for questions			
15.	Conducted quiz			
16.	Rewarded audience based on correct responses			

Grand Total <i>(number of ticks counted)</i>				
Final Grading <i>(circle as appropriate)</i>		Excellent / Good / Below standard		
Scoring Guide:				
<ul style="list-style-type: none"> ▪ 14 or more 'Yes'=Excellent (≥90% score) ▪ 11-13 'Yes'=Good (≥70%) ▪ 10 or below 'Yes'=Below standard (≤69%) 				

3. Any problems identified:

a. Technical

b. Management/Administrative

c. Any other issues:

4. Suggestions for improvement:

5. Summary of performance:

Sl. No.	Name	Designation	Performance	Comment
1.		Projectionist		
2.		AV van driver		
3.		AVE mechanic		

1=Excellent; 2=Good; 3=Below standard

Name of Monitoring Official: _____ Designation: _____

Date of Reporting: DD / MM / YYYY

Mobile number: _____

AV Van Monthly Activity

Unit/organization: _____

Month: _____ Year: _____

P: Projectionist

D: Driver

M: Monitoring
Official

Y: Yes

N: No

AV: Audio-Visual

W: Working

D: Defective, but
usable

NW: Not Working

Sl. No .	Zone	Target shows (number)	Performed shows (number)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Sl. No.	Performed shows (location)	Name: 1. Projectionist 2. Driver	Projectionist Report submitted: Y/N	Monitoring checklist submitted (M): Y/N	Monitoring Official Name	Performance score (P/D)	Equipment condition: AV van vehicle (W/D/NW)	Equipment condition: AV equipment (W/D/NW)	Comment
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
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