

Post Event Debrief Template

How to prepare for your post-event debrief:

- Invite the important people.
- Foster a comfortable environment.
- Set an agenda/itinerary.
- Start with your objectives and summary.
- Go through each key function.
- Send out an event debrief survey with debrief questions for the event.

1 Successes

In this section, describe what went well with this event or program.

2 Challenges

In this section, describe what did NOT work well with this event or program.

3 Recommendations

In this section, describe recommendations for improvements to the event or program.

4 Additional Supports

In this section, describe any additional programmatic supports, services, or outreach that should occur.