

EVENT DEBRIEF

Event Number:	
Event Name:	
Event Tagline:	
Description:	
Event Manager:	
Online Manager:	
Event Sponsor:	
Date:	
Beneficiary:	
Survey Link:	
Emcee:	
Musicians:	
Speakers:	

1. GENERAL

What things did you think went well with the event? Be specific on the detail.	
What were the some of the frustrating parts of the event?	<List the issues that took place for that event> Was there an interview of individuals? If so, what questions were asked? Were the same questions asked of each individual? If not, which questions were asked?
What could be done differently next time to avoid these frustrations?	
Were there any other issues/changes that should be considered? Please offer suggestions for methods of improvement.	
Venue Review	<Add information from survey>
Survey Comments	What comments did the individuals who completed the survey have to say?
Minimum issues occurred	
What was the fundraising goal? Was that goal met?	
Sufficient Time for each Musicians/Speakers	<Add information from survey>
Opportunity to meet the Musicians/Speakers	<Add information from survey>

2. SUCCESSES

What were the event successes and rate each accordingly? (Indicate as a percentage).

	Exceed: 85-100%	Met: 60-85%	Not Met: 0-60%
Attendance Goal	What was there a goal of the number of individuals expected at the event?		
Participants enjoyed the venue	How many actual individuals were there? How did the individuals view the event? In person, online, hybrid?		
Participants enjoyed the event	<Add information from survey>		
Quality of the event (online, in person)			
Quality of the sound			
Engagement of Emcee			

<Add information from survey>

3. EVENT MANAGEMENT & SCHEDULING

Were the goals/objectives of the event clearly defined?	
What were the goals/objectives of the event?	
How complete do you think the planning was before the actual commencement of work?	
What could have been improved?	
Was the schedule realistic? What was the schedule?	
Was the schedule detailed enough?	
Were there any changes to the schedule? If so, what was the change?	
What were the biggest obstacles to meeting the scheduled dates/milestones?	

<Add information from survey>

4. RESOURCES

What resources were assigned to the event? What people, technology, etc?	
Were there enough resources assigned to the event, given the schedule constraints? If no, where could there have been more resources assigned?	<Add the schedule of events>
Was there sufficient time for working on this event in addition to your other day-to-day duties? How could this be improved?	

5. TEST RUN

Was a test run done?	
Was the Test Run sufficient in identifying potential problems?	
If so, what were the problems reported?	
Was the process for reporting problems clear, easy to follow, and efficient? If not, what improvements would you recommend? Who were the issues reported to?	
Were issues dealt with and resolved in a timely and satisfactory way?	
Were you satisfied with the level of technical support received?	

6. COMMUNICATION

Was communication about the event efficient and effective in disseminating information and directives? If not, how could it be improved?	
What type of communication was used?	
Were there enough team meetings, and were they useful?	
Were there other forms of communication that would have been helpful?	

7. TEAM/ORGANIZATION

Were the roles and responsibilities well defined and communicated?	
What were the defined roles for the event?	<Add the individuals and their roles>
Did you have all the information needed to do your job? If not, what additional information was required?	
Did the team work well together?	
If so, what made them work well?	
If not, what conflicts existed?	
Were there other groups/individuals that should have been a part of the event team? If so, please specify.	
What would you do to make the event team more effective? What event team organization changes would you recommend?	

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