A logo for a company

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**EVENT DEBRIEF GUIDANCE**

**This document is intended as guidance on conducting your post event debrief, there may be other aspects you wish to consider that have not been included.**

It is the responsibility of the event organiser to undertake a full de-brief of their event. This will help you evaluate your event and the planning and enable you to implement any changes identified in the future.

You should consider all aspects of your event from build up to break down and include everyone involved including volunteers.

Ideally you should hold a debrief meeting and give everyone equal opportunity to contribute however if this is not possible you could send an email to all that were involved.

You may wish to prepare an agenda outlining the areas for consideration by participants. Below are standard debrief questions, these can be tailored to suit your event.

**For me the least successful aspects of the *Event* were:**

**For me the most successful aspects of the *Event* were:**

**If I was responsible for planning a future *Event* the things I would do differently would be….**