

DEBRIEF TEMPLATE

1. EVENT OVERVIEW

Event Name: _____

Date & Time: _____

Location: _____

Objective/Purpose: _____

Key Metrics (e.g., attendees etc.):

- Total Attendees: _____
- Sponsors/Partners: _____

2. WHAT WORKED WELL?

- Pre-Event Planning:
- Marketing & Promotions:
- Execution on Event Day:
- Engagement with Attendees:
- Venue/Logistics:

3. WHAT DIDN'T WORK?

- Challenges or Hiccups in Planning:
- Issues on Event Day:
- Technical Difficulties:
- Attendee Feedback (negative):

4. FEEDBACK & INSIGHTS

- Attendee Feedback (positive):
- Staff/Volunteer Feedback:
- Sponsor/Partner Feedback:
- Key Takeaways or Insights

5. METRICS AND GOALS

Goal	Target	Achieved	Notes
[Metric Name]	[e.g., 50 Attendees]	[e.g., 48 Attendees]	[e.g., Close to target]

6. FOLLOW-UP ACTIONS

- Thank You Notes (Speakers, Sponsors, Volunteers):
- Post-Event Survey (Attendees):
- Social Media Highlights/Recap:
- Budget Reconciliation
- Plan for Next Event:

7. OVERALL EVENT SCORE

On a scale of 1-10, how successful was this event?: _____