

EXAMPLE Event Debrief and Evaluation Form

Name of Event:	
Date of Event:	
Name:	
Organisation:	
Responsibility:	

List or describe what you thought was successful or worked well in the area you were responsible for or involved in:

List or describe what you thought was NOT successful or did not work well in the area you were responsible for or involved in:

List your actions/recommendations for improvement for future events for the area you were responsible for or involved in:

List or describe what you thought was successful or observed working well in the whole event:

List or describe what you thought was NOT successful or observed working well in the whole event:

Any further comments or suggestions for improvement for future events: