

Details/Notes

Recommended Modifications

Keep a log of your organization's debrief of how the event went, recommendations for the future, or things to remember for next time

Details/Notes

Post Event Reflections

What were your goals for this event? What could you have done differently if they weren't? (Define how you view success; quantify it)

What were the positive and negative outcomes of the event? What contributed to these outcomes?

What did you learn about yourself, working on a team, or your organization as a result of planning this program/event?

