
Event Debrief Form

Debriefing after your events is a critical step towards creating more successful events in the future. It also helps future leaders recreate events from your group's past. Keep these forms on file for every event for years to come. For maximum success, fill out the following form within 24 hours of your event, provide as many details as possible, and be honest!

Event Name/Date: _____

Event Objective:

Important Points of

Contact/vendors: _____

Marketing

Plan: _____

Event Successes: _____

Event Failures: _____

Ways to Improve: _____

(Additional Notes Recorded on Back)

Created by Protect Life Michigan