EVENT DEBRIEF

**[Name of the event]**

|  |  |  |
| --- | --- | --- |
| Event Details | Description | Successes and  room for improvement |
| Type of event |  |  |
| Hosted by |  |  |
| Target audience and attendance |  |  |
| Special guests |  |  |
| Date |  |  |
| Time |  |  |
| Location |  |  |
| Weather conditions |  |  |
| Venue setup |  |  |
| Catering |  |  |
| Décor |  |  |
| Photography/Videography |  |  |
| **Comments from attendees:** | | |
| **Other notes:** | | |