

## Event/Activity Debrief and Evaluation

This meeting should be held as soon as possible after the event, while the event is still fresh on everyone's mind.

This completed evaluation should be reviewed with Fr. Zack within 14 days of the completion of the event/activity.

Name of the Event and Date	
Who should attend	
When will we meet	
Who will facilitate	

What were we trying to accomplish?

What went well?

When things went well, why did they go well?

What didn't go well?

When things didn't go well, why didn't they go well?

What should we do differently next time?

Is there anything that we should do now?

How many people participated in the Event?

How many people were involved in executing the event?

What was the Budget?

How did we do against the budget?

How did we do against the budget?

What materials do we have left (inventory)?