**Event Debrief form**

This form should be completed by the event organiser with support from any other members of SAG who were in attendance. This form will then be shared with the SAG and referred to when discussing future events of this nature or by this organiser.

In any comments, please indicate which organisation has given the comment.

|  |  |
| --- | --- |
| **Name of event** |  |
| **Location** |  |
| **Date(s) and time(s)** |  |
| **Event Organiser** |  |

Things to think about include weather, traffic and parking and any issues caused, medical incidents, catering, entertainment, safety of public and the event space.

|  |  |
| --- | --- |
| **Attendance** |  |
| **Positives** |  |
| **Concerns** |  |
| **Were any complaints received about the event? Give details.** |  |
| **Potential improvements or modifications if the event is to be held again.**  |  |
| **Date invoice paid** |  |
| **Any other comments** |  |