

Event Debriefing Document

Immediate debrief

As soon as practical after the placemaking activity is a good time for reflecting on the event.

Suggested topics for immediate debriefing group reflection

You might want to record thoughts on the following topics with other organisers, volunteers and survey facilitators, separately or as a group:

- What worked at the event?
- What didn't work at the event?
- List of top items to consider next time.
- What were the outcomes of the event, compared to the original purpose?

Post-event reflection

Later, once the data has been collated you can undertake an informed reflection process.

Collect the information from the four survey types.

Work through the reflection section of the Organiser Overview Template, including feedback from surveys where appropriate.