Module 11 workshop: debrief and report

11 · After the Event · about 15 minutes

Produce the gala's survey, ROI report, case study and portfolio entry.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Complete the debrief package

2. Report to the committee

3. Publish the case study

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

The debrief package includes

The debrief meeting is held

Answers are on the lesson page after you take the quiz.

One line to remember