



## **Coca-Cola Scholars Foundation | Event Debrief Worksheet**

Event: \_\_\_\_\_

Debrief Date: \_\_\_\_\_

AB/Staff who should attend debrief: \_\_\_\_\_

Do you have survey feedback?

☐ Yes

☐ No

What aspects of the event were successful?

What aspects of the event were more challenging than anticipated?

Were all agreed upon deadlines met? If not, please explain why and how it affected the event.

☐ Yes

☐ No

Was the agreed upon budget maintained? If no, please explain.

☐ Yes

☐ No

How did this event:

- Showcase:

- Sustain:

- Strengthen:

Did this event involve a partner organization?

☐ No

☐ Yes, \_\_\_\_\_

Describe your experience with this organization, including who your primary contact was.

Describe your experience with other stakeholders involved in the planning process. (Board, Alumni, etc.)

If planning a similar event again, what would you do differently? What would you do again?

**CCSF:** Please be sure to record all of these observations that could be helpful to future event planning and stakeholder interactions in Raiser's Edge. (Notes on Constituent records & Event records)