

Event debrief template

Compare event outcomes with the plan, record operational lessons and assign improvements with owners and due dates.

Complete the applicable sections. An asterisk marks a required field when that section applies. Copy repeat sections as needed and attach photographs separately.

Event and review

Project or site *

Record reference *

Record date *

Prepared by *

Event name *

Event date *

Venue *

Debrief participants *

Outcomes against the plan

Event objectives and success measures *

Outcome entries

Repeat for each entry.

Measure or objective *

Planned result *

Actual result *

Evidence reference and explanation *

Budget review reference

What worked well *

What needs to improve *

Operational lessons

Operational observations

Repeat for each entry.

Area *

☐ Setup ☐ Suppliers ☐ Equipment ☐ Staffing ☐ Access and queues ☐ Communications ☐
Breakdown ☐ Other

What happened and its effect *

Lesson or proposed change *

Were incidents or near misses recorded? *

☐ Yes ☐ No

Incident report references *

If applicable: Were incidents or near misses recorded? is Yes.

Relevant setup or equipment photos

Photo or attachment references: _____

Reference incident records rather than copying personal or sensitive details. Use the separate event risk assessment for planning future controls.

Improvement actions

Assigned actions

Repeat for each entry.

Action or decision *

Owner *

Due date *

Document or process to update

Status *

☐ Open

☐ In progress

☐ Complete

Completion evidence *

If applicable: Status is Complete.

Next review date *

Reviewed by

Reviewer acknowledgement

Signature: