**PST RESOURCE OVERVIEW**

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| 1. **NAME** of the resource / tool
 | Event Debrief Template |
| 1. **WHAT** is the purpose of the resource / tool?
 | This tool shows the importance of debriefing or sharing what was observed or learned after accomplishing or carrying out an activity. It also shows a template to structure such conversations. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | This was developed for Best Start Lancaster to document the discussion the planning committee and volunteers had regarding the execution of the event. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. Ideally you have a cross-section of members that attended the event at the debriefing, so the group gets perspectives from planning committee members, volunteers, and attendees.
2. This tool is for members planning the event, and the staff overseeing the project.
3. Preparation: Set a time on the schedule to debrief as too often, the group may move on to another project or activity without capturing reflections or learning.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | This can be helpful to others when setting time to reflect. |

**Debriefing the Event**

Summary of what worked and needs to be improved for the next event

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| **What worked?** | **What did not work too well?** |

**What did you learn from carrying out this event?**

**What are some key recommendations for the next time this event is hosted?**

**Any other comments or questions?**