

simplified post event report template

*Note:*

*This is a simplified report that will be used as the basis for internal implementation of all feedback and findings. When the post-event review process is complete and all feedback analysed, the committee needs to agree on the following primary points to carry forward for activation in the next event.*

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| **1.    Internal Strengths** | **3.    External Threats**  |
| 💡TIP: What are the things our event did really well this year? | 💡TIP: Is there anything happening externally that could threaten the future of our event? |
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| **2.    Internal Weaknesses**  | **4.    External Opportunities**  |
| 💡 TIP: What are the areas that we did not do so well as an event this year? | 💡TIP: Is there anything happening externally that could threaten the future of our event? |
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