

# Event Debrief Template

Companion form to the Event Evaluation Process SOP.

Complete within 7 days of event | Share with pastor within 14 days | File within 30 days.

**PRINT:** [Mayflower Church Event Debrief Template.docx](#)

**ONLINE:** coming soon

## Section 1 — Event Details

Event Name	
Date(s)	
Event Lead	
Overseeing Board	
Ministry Team	
Attendance	
First-Time Guests	
Volunteers Serving	
Event Type	<input type="checkbox"/> Special <input type="checkbox"/> Recurring <input type="checkbox"/> Outreach
Budget Allocated	\$
Actual Spent	\$

## Section 2 — Mission Alignment

Which aspect of our vision did this event primarily serve? (Check one)

- KNOWING CHRIST** — Teaching, discipleship, Bible study, worship, spiritual growth
- MAKING HIM KNOWN** — Outreach, evangelism, community, fellowship

In one or two sentences, how did this event serve that purpose?

## Section 3 — What Went Well?

*What should we celebrate or repeat? (List 2-3 highlights)*

- 1.
- 2.
- 3.

## Section 4 — What Would We Change?

*What would we do differently next time? (List 1-3 items)*

- 1.
- 2.
- 3.

## Section 5 — Stewardship Check

Was the investment of time, volunteers, and money proportional to the ministry impact?

- Yes — Good stewardship
- Partially — Could improve
- No — Needs rethinking

Brief explanation (optional):

## Section 6 — Recommendation

- **REPEAT AS-IS** — Keep it on the calendar
- **MODIFY** — Do it again with changes
- **DISCONTINUE** — Retire or replace this event

# Action Items

*What specific steps come out of this debrief? (Agreed upon with Board Chair)*

Action	Owner	Due By

# Sign-Off

<b>Completed By</b>		<b>Date</b>	
<b>Reviewed By</b>		<b>Date</b>	

*The source .docx is attached to this page for printing.*

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