

SC Event De-Brief Review Procedures

1. The hosting committee or councilor completes and submits the Event De-Brief Form during the monthly committee meeting *immediately following* the event date.
2. The form goes directly to the SC Administrative Officer.
3. If the SC Events Committee participated in the event, the Administrative Coordinator will send the completed form to the Events Committee Chair for additional input on the form. The completed form is sent to the SC Administrative Officer before next monthly SC meeting.
4. The Administrative Officer submits completed form to the SC Executive Committee.
5. The Executive Committee reviews the Event De-Brief Form and provides feedback for the hosting committee.
6. The Administrative Officer uploads the completed form with feedback to Google Docs and sends a copy to the hosting committee & Events Committee, if they participated.

Note: The hosting Committee or Councilor will review the submitted Event De-Brief Form again before the event is hosted again.