

## SC Event De-Brief Form

Hosting committee or councilor completes event de-brief form during the monthly committee meeting immediately following the event date then sends it to the SC Administrative Officer. Please review the full SC Event De-Brief Procedures on the [Staff Councilor Resources](#) page.

Event Name:
Event POC:
Committee:
Event Date & Time:
Event Location:
No. of Volunteers Who Directly Participated:
What parts of the event were successful?
What parts of the event need improvement?
Suggestions/Recommendations
Would you recommend doing the event again?
Why/Why not?
Executive Committee Feedback:

**Please save this form to your computer, then it email to [scouncil@unm.edu](mailto:scouncil@unm.edu).**