

EVENT DEBRIEF WORKSHEET

Great event!
Proud of the team!

IDEAS
FOR NEXT TIME

Workshop track
More signage
Speaker dinner
Mobile app?

EVENT AT A GLANCE



ATTENDEE FEEDBACK SNAPSHOT



Attendees loved the content and organization!

BUDGET OVERVIEW



Stayed under budget thanks to venue and catering savings!

WHAT WENT WELL

- ✓ Smooth registration process and helpful on-site support
- ✓ Engaging speakers and high-quality content
- ✓ Great venue - easy access and great atmosphere
- ✓ Strong attendee engagement and networking

OPPORTUNITIES TO IMPROVE

- Improve signage and wayfinding
- More time for Q&A in sessions
- Provide more seating in popular breakout rooms
- Share presentation slides sooner after the event

ATTENDEE HIGHLIGHTS

"Incredible speakers and a well-run event!"

"Loved the networking opportunities."

"More time in each session would be great."

KEY TAKEAWAYS

Our community is growing and engaged.

Small improvements will elevate the experience even more.

Let's build on this momentum for next year!

NEXT STEPS

NOTES

Make the Next One Even Easier.

THE WRAP

WINS

What Went Really Well?

What felt easy?

What got the most compliments?

RATINGS (1-5)

NOTES:

FOOD: 1 2 3 4 5

FLOW/TIMING: 1 2 3 4 5

COMFORT: 1 2 3 4 5

OVERALL: 1 2 3 4 5

WHAT I'D CHANGE

What I'd simplify next time:

What I'd start earlier:

What I'd skip:

My #1 lesson:

Pro Tip Box: Your notes are gold—future you will thank you.

CONTACT US



INVITE LIFE

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Want the advanced version?

START PLANNING



THANK YOU

Thank you for being here with Invite Life.

Every celebration is a chance to reconnect, mark a milestone, and create memories—and we're grateful you've invited us into that process.

We hope this resource helps you feel supported and prepared from start to finish. Keep it close as you plan, and know that you're building something special—one decision at a time.

INVITE LIFE

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Need Help or Have Questions?

Don't stress! We're here to guide you through every step. Just email us or fill out the contact form and we'll do our best to assist you as you progress forward.

Same goes for any questions you may have. Just email or use the contact form and we'll get back to you as soon as we can.

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