SITE survey. APP

SITE SURVEY REPORT

Event debrief template

Prepared for	Event debrief template (fictional completed example) (fictional)
Date	9 Oct 2026
Site	Event debrief template (fictional completed example)
Prepared by	Example event lead

FORM

Event debrief template

1. Event and review

Project or site	Example Events Team
Record reference	DEB-012
Record date	9 Oct 2026
Prepared by	Example event lead
Event name	Example supplier showcase
Event date	8 Oct 2026
Venue	Example Hall
Debrief participants	Example event lead and operations coordinator

2. Outcomes against the plan

Event objectives and success measures	Open on time and complete all planned supplier demonstrations.

Outcome entries 1: Demonstrations delivered

Measure or objective	Demonstrations delivered
Planned result	8 demonstrations
Actual result	8 demonstrations
Evidence reference and explanation	Programme log EVT-012
Objectives reviewed	1
Met	0
Not met	0
Budget review reference	Budget review BUD-012
What worked well	All demonstrations ran and suppliers arrived within their slots.
What needs to improve	Equipment labels were unclear during setup.

3. Operational lessons

Operational observations 1: Equipment

Area	Equipment
What happened and its effect	Two cases went to the wrong demonstration area, delaying setup by 15 minutes.
Lesson or proposed change	Label each case with its destination and setup lead.
Were incidents or near misses recorded?	No

> Reference incident records rather than copying personal or sensitive details. Use the separate event risk assessment for planning future controls.

4. Improvement actions

Assigned actions 1: Add destination labels to equipment dispatch checklist.

Action or decision	Add destination labels to equipment dispatch checklist.
Owner	Example operations coordinator
Due date	16 Oct 2026
Document or process to update	Dispatch checklist revision B
Status	Open
Next review date	19 Oct 2026
Reviewed by	Example event lead
Reviewer acknowledgement	

