

Activity/Event:-

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Date:-

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Team Leader(s) (If Present):-

1	
2	

Did you fully understand your briefing ? YES NO

Describe key steps you used to organise the activity/event:-

- 1
- 2
- 3

Describe what you found difficult when organising the activity/event:-

- 1
- 2
- 3

Describe what you thought went well during the activity/event:-

- 1
- 2
- 3

Describe the feedback you gained from Team Members about your performance during the activity/event:-

- 1
- 2
- 3

Describe the feedback you gained from Team/Party Leader(s) about your performance during the activity/event:-

- 1
- 2
- 3

What would you do differently if you were to organise the activity/event again, and why ?

- 1
- 2
- 3

Additional Comments:-

Signature:-

Date:-