**TEMPLATE  
Post Event Review**

**Action Plan  
  
Simplified (Internal Use)**

This is a simplified report that will be used as the basis for internal implementation of all feedback and findings. When the post-event review process is complete and all feedback analysed, the committee needs to agree on the following primary points to carry forward for activation in the next event.

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| **1.    Internal Strengths** | **3.    External Threats** |
| What did our event do really well this year? | Is there anything happening externally that could threaten the future of our event? |
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| **2.    Internal Weaknesses** | **4.    External Opportunities** |
| What are the areas we should improve for next year? | Is there anything happening externally that we could leverage for the event’s benefit? |
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