

School Based Projects Debrief and Event Report

Christmas Project Final Report Outline Include the following on a separate sheet of paper and email to Ms Hemingway. Don't forget to complete the peer and self-assessment form.

#1) Event Reports – Template on blog

- a. Each group is required to complete a Final Event Report detailing their event. The Chairs of each group should lead the discussion and put together the final report with the help of their group.
- b. Use the Event Planning Guide to help shape your final report.
- c. The final report must include the following
 - i. Project Information: Name, Members, Chairs & Co Chairs, Date of event, time, location, Goal, description and summary of Event: how do you think it went? Did you reach your overall goal? For example, number of boxes, doors, teams/money raised, well organized event? Did you reach your individual goals? For example, promotion ideas (displays, flyers, bulletins, social media), organization (tracking of donations, sign up sheets, info letters), planning (everyone involved)? Any major problems that could have been prevented?
 2. List of jobs and timeline (include all phases pre/during/post). Discuss what and how each subcommittee did (promo, organization, contacts, donations).
 - ii. Pros/Cons of the event-did you improve off of last years?
 - iii. Improvements for next year
 - iv. Event Planning Checklist & Jobs: Committees, Pre event, Lead up, Day before, Day of, Clean up
 - v. Contacts: Who did you need to involve/talk to for materials
 - vi. Schedule for the day, week, event (Updated if any errors): Include roles of individuals during the event

vii. Post Event Report/Reflection: Overall how did your group feel it went.

viii. Fundraising: Who you contacted, sample letter, was it successful

Organize your folder in sections (sub committees) with examples of letters, announcements, flyers, etc.)

#2) Other things to include

- Any changes that occurred
- Shopping lists, quantities, extra activities
- What worked, what didn't
- Thank you's (Is there anyone we should thank?)
- Group and Self Evaluations (On blog)