

EVENT: _____

DEMOLAY EVENT PLANNER

DATE: _____ CHAIR: _____

EQUIPMENT NEEDED			PEOPLE NEEDED			TRANSPORT NEEDED
TASK	PERSON ASSIGNED	DONE BY	TASK	PERSON ASSIGNED	DONE BY	MISC INFORMATION

CHAPTER ADVISOR APPROVAL: _____

EVENT: _____

EVENT REVIEW/DEBRIEF

Summarize the results of the activity. What worked, what did not, what could be improved if the event would be held again?

Were there tasks not planned for?

Were all equipment/supplies/materials present? If not, why?

Did you have enough transportation planned? Was all transportation available for the event?

What would you do to improve this event in the future?