EVENT CANVAS

Celebrate achievements and reflect on challenges.

Use this tool after an event to record how it went. Write down the resources used, the activities that were planned, the team that was involved and any changes that were made in the original plan. Reflect on the successes and the challenges, share your experience with the rest of the team and archive the tool for future reference.

fold here

Challenge

Success

Challenge

Success

Resources

Activities

EVENT NAME

Team

Planning

Success

Success

Challenge

Challenge