



## 2016 – 2017 Lessons Learned Form

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Event Coordinator: Name** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**What went well and should be repeated in future events:**


**What went amiss and should be avoided in future events:**


**What would you do differently (add/modify) the next time:**


**What are your insights/personal observations that could help others planning this event:**


**Any other feedback to share:**
