

### Wash-up

1. Participant recruitment – how well did it work, many drop-outs? Any problems? Etc
2. Volunteers – Did you need any?
3. Briefings/info/training sessions – When did they happen? Did people come? Worth it?
4. Planning – what worked/didn't. Handbook/handover. Timeline.
5. Team – How many? Roles? Needed? What would you do next year?
6. Advertising /Promotion – How were opportunities promoted? Could more be done, if so what? Etc
7. Sales/fundraising – How did it go? Can you improve?
8. Wider involvement – did you engage with halls, sports, socs, clubs etc? Did it work? If not, should you?
9. The event – any issues? What worked/didn't
10. Materials needed for the event – any issues?
11. Health and Safety – any issues? Any additions for the risk assessment next year.
12. Finances – Costs covered? Any issues? Did you get sponsorship? If so, how did it go. If not, could you?
13. AOB