**Show report DEBRIEF TEMPLATE**

Use this form to capture what went well, what could have gone better and what is useful for other teams to know for future projects. Not all areas will be relevant, so leave blank where appropriate.

**Complete it as soon as you can**, as we all forget quickly when we move on to the next project. Make sure to get input from **everyone who was involved**. You can use it as a prompt sheet in a project team debrief or circulate it by email, but ensure there is eventually only **one form** that captures everything.

Fill in as much detail as possible, even if something has already been resolved or didn’t cause major problems this time. **If in doubt, write it down.**

**Highlight anything that you think would be useful for future projects.**

| **Date** | **What went well?**  *Why, and can we apply this elsewhere?* | **What could have gone better?**  *How can we improve this? What could we do differently? What assumptions did we make that were wrong? What areas need more support?* |
| --- | --- | --- |
| **ARTISTIC PROGRAMME** |  |  |
| Locations |  |  |
| Programme & scheduling |  |  |
| Music consortium names of those in |  |  |
| Security Numbers in |  |  |
| **PROJECT MANAGEMENT** |  |  |
| Bev gate: if problems detected how many, when and for how long, action taken etc. |  |  |
| Trinity Square if problems detected how many, when and for how long, action taken etc. |  |  |
| Museum Quarter if problems detected how many, when and for how long, action taken etc. |  |  |
| Wilberforce if problems detected how many, when and for how long, action taken etc. |  |  |
| Crowd management, aviation reports, etc. |  |  |
| **AUDIENCES** |  |  |
| Facts & figures - |  |  |
| Marketing any issues with marketing materials |  |  |
| PR – press on site |  |  |
| Digital – did we need to send out tweets etc due to an incident or crowd numbers |  |  |
| **EVENTS & VENUES** |  |  |
| Venues & sites general council issues (ie ice, street lighting) |  |  |
| Licensing (noise complaints) |  |  |
| Access issues |  |  |
| **RESOURCES** |  |  |
| Staff on |  |  |
| Contractors & suppliers |  |  |
| Photography & filming/ archive (internal on site) |  |  |
| Accidents/near misses |  |  |
| Safeguarding issues |  |  |
| Volunteer concerns |  |  |
| Show reports |  |  |
| Audience feedback |  |  |