

NO STRESS ZONE ENTERTAINMENT

CORPORATE EVENT OPERATOR RESOURCE

PROCESS TOOL

Post Event Debrief Template

Capture what worked, what did not, what to change next year

PAGES

11

COMPLETE IN

30 MIN

nostresszoneent.com

Built by DJ Reese | Corporate Event Operator

How to Use

Complete this debrief within 5 business days of the event while the details are fresh. Store the completed doc in your event archive. Reference it before next year planning starts.

The debrief is where next year gets easier. Patterns emerge. Timing gets refined. Skip the debrief and every event feels like starting over.

Event Overview

EVENT NAME

DATE

VENUE

ATTENDEE COUNT (REGISTERED VS ACTUAL)

PROGRAM LENGTH

DJ OR OPERATOR

EMCEE

SPONSORS ON SITE

Program Flow Rating

Rate each moment 1 to 10 and add notes.

MOMENT	RATING	NOTES
Doors open energy		
Opening general session		
CEO keynote landing		
Panel discussion		
Coffee break flow		
Post lunch recovery		
Product launch or reveal		
Awards segment		
Reception energy		
Closing session		
Overall arc		

Music Selection Notes

TRACKS THAT LANDED HARDER THAN EXPECTED

TRACKS THAT UNDERPERFORMED

AUDIENCE CULTURAL READ ACCURACY

PRE APPROVED TRACKS TO CHANGE NEXT YEAR

Emcee Coordination Assessment

CRITERION	RATING	NOTES
Mic cue timing		
Transition smoothness		
Walk on hand offs		
Improvisation quality		
Program time management		
Sponsor thank you delivery		

Venue Execution

- ☐ Load in ran on schedule.
- ☐ No freight or power issues.
- ☐ House sound coverage adequate.
- ☐ No union or house AV surprises.
- ☐ Backstage flow worked for speakers.
- ☐ Sight lines gave operator visibility to stage.
- ☐ Load out ran on schedule.

VENUE ISSUES TO FLAG BEFORE REBOOKING

REBOOK THIS VENUE NEXT YEAR (YES/NO/CONDITIONAL)

Attendee Feedback Signals

METRIC	THIS YEAR	LAST YEAR	DELTA
Overall sat score			
Program NPS			
Post event survey completion %			
Session attendance held (avg %)			
Reception attendance hold %			
Sponsor booth engagement			

DIRECT ATTENDEE COMMENTS (social, email, survey)

Sponsor Impact Assessment

SPONSOR	FEEDBACK	RENEWAL SIGNAL

PROGRAM MOMENTS THAT DROVE SPONSOR ENGAGEMENT

Change Log for Next Year

List up to 5 specific changes. Prioritize by impact.

#	CHANGE	OWNER	DEADLINE
1			
2			
3			
4			
5			

What Worked and Should Repeat

Document up to 3 things that landed so next operator gets the pattern.

1.

2.

3.

Financial Debrief

CATEGORY	BUDGET	ACTUAL	DELTA
DJ or music operator			
AV production			
Venue rental			
Catering			
Emcee			
Lighting			
Video crew			
Photography			
Contingency spend			
TOTAL			

Need to run this debrief with your operator? Book a discovery call at nostresszoneent.com.