LONDON FILMED

Supplier Debrief

Event date:
Event type:
Supplier role:
Team member name:
Role at the event:

Project Management

Question	Rating 0-5 (poor - excellent)	Notes/Details
How well was the project managed from start to finish?		
How easy were the project planning tools to use?		
How supported did you feel throughout the project?		
How was communication between the internal and external teams throughout the project?		
Was there anything you'd have liked the supplier to have included in your project that wasn't?		

Question	Rating 0-5 (poor - excellent)	Notes/Details
Would you want to work with the supplier again?		

Other notes:

Event Design

Question	Rating 0-5 (poor - excellent)	Notes/Details
How well were your objectives translated into the suggested event design - venue/platform/features/branding/animation, etc?		
How well was the event branded?		
How happy were you with the overall event experience - graphics, animation, transitions, pre-recorded content, social media content, etc?		
Is there anything you'd do differently next time?		

Other notes:

Technology

Question	Rating 0-5 (poor - excellent)	Notes/Details
How well did the event technology perform and support the needs of the event - live streaming, audio-visual, platforms/features, etc?		
Did all speakers attend speaker briefings?		
How comfortable and confident did the speakers feel in the technology and the process?		
Did the technology work well for the attendees?		

Other notes:

Venue/Event Platform

Question	Rating 0-5 (poor - excellent)	Notes/Details
How well did the venue/event platform suit the event purpose/theme and the audience experience?		

Question	Rating 0-5 (poor - excellent)	Notes/Details
Would you use the same venue/platform again?		
How was the team at the venue/event platform - technical support, communication, did they make you feel at ease and confident?		
Would you use the venue again?		

Other notes:

Engagement

Question	Rating 0-5 (poor - excellent)	Notes/Details
What tools and methods were used to engage the audience?	N/A	
How well did these engage the audience?		
How well did they integrate within the agenda and event build?		

Question	Rating 0-5 (poor - excellent)	Notes/Details
Is there anything you'd do differently next time?		

Other notes:

Event Budget

Question	Notes/Details
If there had been more or less budget, what would you have added or taken away from the event?	

Other notes: