

# REFLECT

Use this worksheet to reflect on what went well, what you wish went better, and any important information to record if you plan to do this event again next year. Many times, when an event is successful and people want to repeat it, we forget things like: Who did we call to reserve the location? When did we have the event? What did we want to change for next time? This worksheet is meant to be kept in your records so you can refer back to it if you plan a similar event in the future.

**Event Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

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

- What was the goal of the service project?
  
- Did we achieve our goal?
  
- What was a success?
  
- What was a challenge?
  
- If we could do it over, what would we do differently?
  
- What did I learn from this experience?

## IMPORTANT CONTACTS FOR FUTURE REFERENCE

Who were the key people involved in this event (volunteers, leaders, community partners, etc.)? List any important contacts for future events or follow-ups.

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Contact Information: \_\_\_\_\_  
 Name: \_\_\_\_\_ Role: \_\_\_\_\_ Contact Information: \_\_\_\_\_