

Party Planner Tool

Post-Party Debrief

Within a week of the event, have a brief conversation between the leaders of your organization and the group members who ran the event. This type of debrief can help your student organization improve its party-hosting practices. It can also provide an opportunity for your group's leaders to address any legal or civic consequences that arose from the event. Take notes during the debrief and review them as you prepare for the next event hosted by your organization.

The person facilitating the debrief should read aloud each of the following questions and check all of the responses that the group feels apply.

1. What was successful about the event/what worked well?

- The people attending
- The central activity of the event
- The amount of food, beverages, and/or alcohol present
- The ways that certain members or guests acted or contributed
- The venue or location for the event
- The pre-event planning

2. What was *not* successful about the event/what did *not* work well?

- The people attending
- The central activity of the event
- The amount of food, beverages, and/or alcohol present
- The ways that certain members or guests acted or contributed
- The venue or location for the event
- The pre-event planning

3. What problems, if any, occurred that you will need to address or deal with in the coming days or weeks?

- Someone got really drunk, passed out, and/or detracted from the event's success.
- Someone got sick or had to be taken home.
- Someone had to be taken to the hospital or someone called emergency medical services.
- Something was stolen.
- Violence occurred and/or someone was assaulted.
- Someone was sexually assaulted.
- The property of the host or a neighbor was damaged.
- Neighbors complained to us about the party.
- The police gave us a warning.

- The police broke up the event.
- The police gave citations to guests at the party.
- The police gave citations to the hosts of the party.

4. What could you have changed before the event to avoid this problem/these problems?

- The people attending
- The central activity of the event
- The amount of food, beverages, and/or alcohol present
- The venue or location for the event
- The event monitors
- The pre-event planning process

5. Knowing what you know now, what would you do differently the next time to make this type of event more successful or to reduce the likelihood of problems?

