

ROYAL BOROUGH OF WINDSOR & MAIDENHEAD



EVENT DEBRIEF FORM

Name of Event	
Event Location	
Landowner Name & Address	
Event Date	

Organisers Details

Name Of Organisation	
Name of Event Organisers	
Contact Address	
Post Code	
Home Tel	
Work Tel	
Mobile Tel	
Fax No	
Email	

FOR OFFICE USE ONLY

Event Reference Number	Date	Comment

1. Brief description of the event (to include number of attendees etc)

2. Was the event a success?

If yes, why?

3. Did anything not go as planned?

Where any remedial actions taken?

4. Is there anything on hindsight you would do differently next time?

5. Did any accidents take place?

If yes, give a brief description of the nature of the accident(s) and how many?

Were the accidents reported?

If yes who to?

6. Did any incidents take place?

If yes, give a brief description of the nature of the incidents and how many?

Was the incident report?
If yes, who to?
7. Was the Event Guidance Pack useful?
8. Any other comments?

Signed	
Position	
Date	

Please send the completed form to:

The Safety Advisory Group
Licensing Team
Royal Borough of Windsor & Maidenhead
St Ives Road
Maidenhead
SL6 1RF