

# Facilitate Post-Event Activities

TASK	WHO IS RESPONSIBLE	DUE DATE	COMPLETED
<p><b>CONDUCT A DEBRIEFING</b></p> <p>Re-convene the planning team to obtain feedback no less than two weeks after your event. Query your speakers as well. Ask: did the event meet its goals? What worked and should be repeated, and what wasn't as successful? Is there a need for follow-up activities? If so what are they?</p>			
<p><b>PREPARE A REPORT AND ACTION PLAN</b></p> <p>Compile feedback from your planning team and speakers, develop and submit an action plan and collect media clippings and other evidence of event coverage.</p>			
<p><b>IMPLEMENT THE ACTION PLAN</b></p> <p>Use what you've learned to craft additional events and follow-up activities. Because you have done such an outstanding job of collecting the names of agencies and individuals who attended the event, you can hit the ground running for next year's Rx Abuse Awareness Day.</p>			