

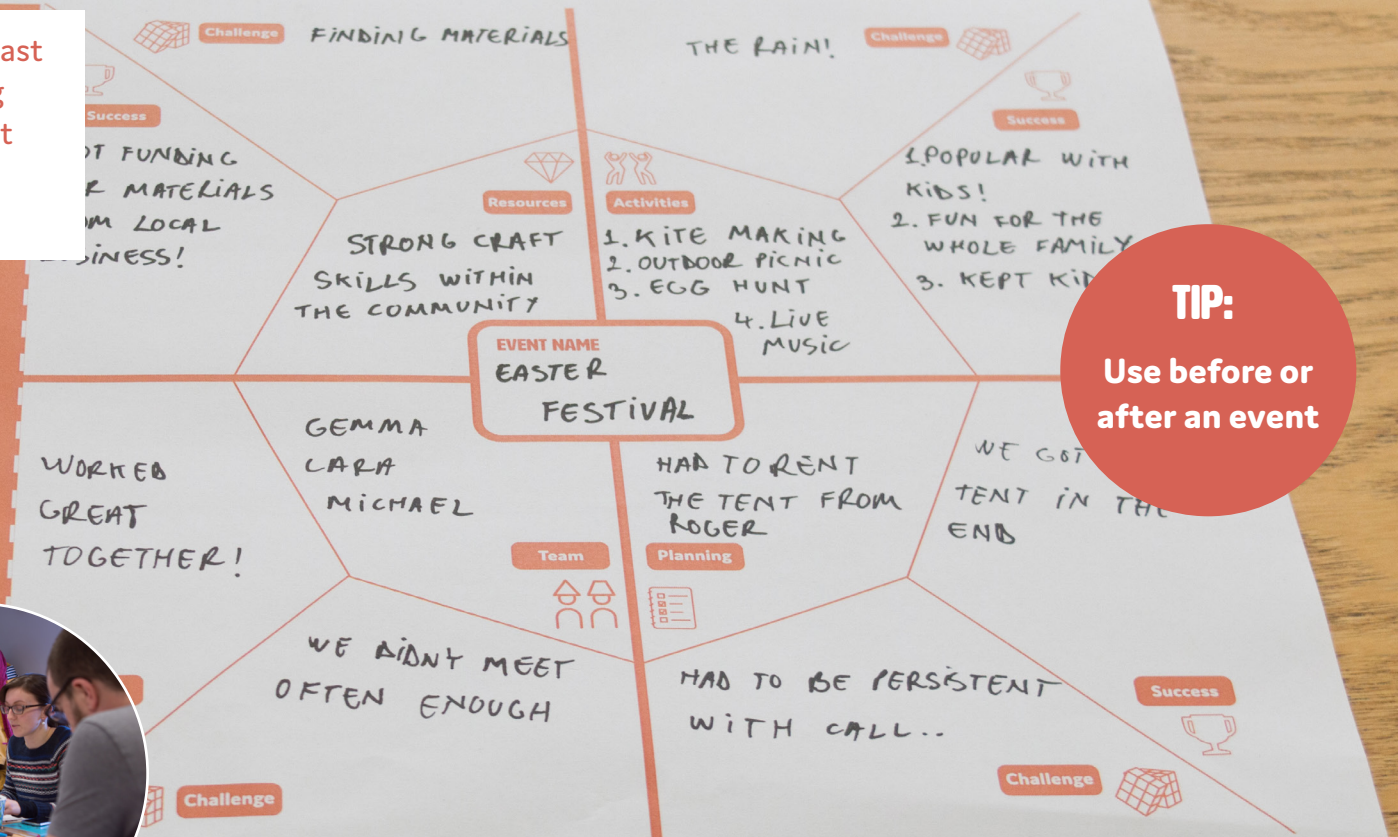
# EVENT CANVAS

Celebrate successes and reflect on challenges



This tool helps event teams learn from past events, and each other. New and existing teams can map out past events, draw out what worked and where more work is needed for future events to succeed.

Use this tool after an event to record how it went. Write down the resources used, the activities that were planned, the team that was involved and any changes that were made in the original plan. Reflect on the successes and the challenges, share your experience with the rest of the team and archive the tool for future reference.



**TIP:**

Use before or after an event

## Co-designed in Scotland

This tool is co-designed with members of community organisations on the Isles of Mull and Iona, and the Kyles of Bute.

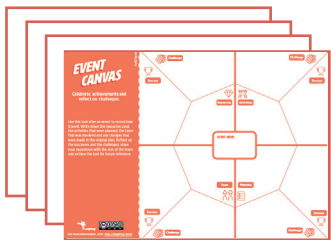


**Please let us know if Event Canvas worked!**

Once you've given this tool a try, text **Leapfrog** to **07537 414393** to answer 5 simple questions.



## YOU WILL NEED:



Ensure you have enough Event Canvas sheets for everyone in the team.



A

Ask each member of the team to pick a past event and write this in the centre of the sheet. Next fill in each category on the sheet thinking about what worked and what didn't.



B

Bring the rest of the team together and share your experiences in a group, using the sheet as a guide.



C

You might want to archive the sheet for future reference. If you're planning a future event, you could review the sheets you created afterwards and see if there is further potential for improvement.