



## Reflect, Adjust, Do

Each Task Team will RAD events 1-4 weeks after it they take place. Share RAD with other Task Teams that might have been involved as well.

Event Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Event Team Leader: \_\_\_\_\_

Team Members: \_\_\_\_\_

What age was targeted for this event: \_\_\_\_\_

What type of event was this: Engage, Connect, Equip, Send (circle one)

### **Reflect**

Reflections, Evaluations (Positive & Negative)

- What was your goal?
  - Who was the target audience?
  - What were the clearly defined outcomes/desired results?
    - (achievable & recordable)
- How many families' information were you able to collect?
  - What is the plan to better collect more information next time?
- How many families responded to the "Next Steps" we provided, i.e., Sunday worship?
- How many families responded to our "Follow Up" contact whether phone call, email, text, etc.?

### **Adjust**

Adjustments to be made (with dates by which to do them)

- Consider options
- What are you going to do differently?
- **Who's** going to do **what** by **when**?

### **Do**

Will this event be repeated? Why or why not?

- Accountability & Follow-up
- Track results: On-going activity, Implement new initiatives

What will you do with this document so that it will not be lost and will be used in planning the next event? Put on calendar? Put on phone? \_\_\_\_\_



## Reflect, Adjust, Do

*The Operational Team will RAD the event the week after it takes place and pass on information to the team responsible for the event. The Event Team then needs to meet within 3 weeks and RAD the event.*

**Event Name** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**Event Team Leader** \_\_\_\_\_

**Team Members** \_\_\_\_\_

**Target Demographic** \_\_\_\_\_

### Event Objectives

What was key to clearly defining the objectives and goals of the event?

Were these objectives communicated effectively to all involved?

### Preparation

How well did the planning and preparation phase go?

Were there any logistical challenges or oversights that impacted the event?

### Team Dynamics

How did the team collaborate and communicate during the event?

Were there any conflicts or misunderstandings that affected the overall experience?

### Engagement and Participation

How engaged were the participants throughout the event?

Were there any aspects that particularly resonated with the attendees?

### LESSONS & ADJUSTMENTS



### **Logistics and Facilities**

Were the facilities suitable for the event's purpose?

Did any technical issues or logistical problems arise?

### **Communication**

How effective was our communication strategy leading up to and during the event?

Were there any challenges in conveying information to participants?

### **Feedback Mechanisms**

Did we have effective mechanisms in place to gather feedback during and after the event?

How can we improve the feedback collection process for future events?

### **Adaptability**

Were there unforeseen challenges, and how well did we adapt to them?

Were contingency plans in place, and were they effective?

### **Inclusivity and Diversity**

How well did the event cater to the diverse needs of our congregation?

Did we adequately represent and involve different demographics?



**Spiritual Impact**

In what ways did the event contribute to the spiritual growth and well-being of attendees?

Were there specific elements that enhanced or hindered the spiritual experience?

**Resources Utilization**

How efficiently did we use our resources (financial, human, time)?

Are there areas where resource allocation could be optimized?

**Safety and Well-being**

Were safety protocols followed, and were there any concerns related to well-being?

How can we enhance the overall safety and comfort of participants?

**Follow-up & Follow-through**

How was the plan implemented?

How did people engage as a result of the follow-through?

Were next steps laid out well enough for staff to follow re-engagement?