



## Pre-Event Evaluation

As per the MBB-LA Event Contract, the Pre-Event Evaluation **MUST** be submitted a minimum of 6 weeks in advance. Please complete this form thoroughly. If additional space is needed please type your responses and attach them to this document.

### Pre-Event

What role does each team member have? Are team members delegating tasks, communicating, and completing assignments in a timely manner?

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What challenges do you anticipate? How do you plan to address them as a team?

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Los Angeles

How will the team address disagreements within the team?

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What are your goals and anticipated outcomes?

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## Post-Event Evaluation

As per the MBB-LA Event Contract, the Post-Event Evaluation **MUST** be submitted a minimum of one month following the event date. Please complete the form below thoroughly. If additional space is needed please type your responses and attach them to this document. This information will inform MBB-LA policy on hosting events.

### Post-Event

Please elaborate in describing the key goals and outcomes your event achieved.

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What challenges did the team meet in the course of planning the event? How did the team address them?

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What challenges did the team meet in the course of implementing the event? How did the team address them?

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What are your key lessons learned?

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