

	<b>Helpful</b> to achieving aims and objectives	<b>Harmful</b> to achieving aims and objectives
<b>Internal factors</b>	<p>List the event's <b>strengths</b></p> <p>Maintain and build on these elements.</p>	<p>List the event's <b>weaknesses</b></p> <p>Find solutions to these problems to stop them from occurring again.</p>
<b>External factors</b>	<p>List the event's <b>Opportunities</b></p> <p>Prioritise and maximise these for future events.</p>	<p>List the event's <b>Threats</b></p> <p>Think about how you could reduce these risks.</p>