[Event Name]

Quick Look After-Action Report

Date of Event:

Date of Report:

An overall recap of the event highlighting the things that went well and the biggest take-away’s of the event. An example could be:

*The first year holding this event went better than expected. We exceeded our minimum number of registered participants, had great weather, and the organizers were awesome. Next year we need to make sure to get the word out earlier, add a food vendor, and have more help at registration to cut down on wait times.*

# Overview

|  |  |
| --- | --- |
| **Event Name** | Insert the name of event |
| **Event Dates** | Indicate the start date of the event |
| **Description** | A short description of the event such as: 1st Annual Boogie of Awesomeness with superhero & capes theme |
| **Point of Contact** | Insert the name, phone number & email address of POC |

# Marketing Summary

Website Link:

Facebook Event Page Link:

Email Marketing

How many emails sent? Dates sent?

Dropzone.Com / Skydive Mag / Blue Skies Mag banner ads? (Include screen shots)

Flyers Posted Around DZ? If so, where?

Copy of Parachutist Ad:

What worked? How well did it work? And what would you do differently next time?

# Overall Look

## Concept: Did the concept and theme of the event work well?

Yes / No

### Areas for Improvement

List actions that could be taken to improve and what would you suggest for next year:

## Schedule of Events: Did people participate in the planned events? How did big party go?

Yes or No

### Areas for Improvement

List actions that could be taken to improve and what would you do different next year?

## Load Organizers/Staff: List organizers/staffers, contact info and rate their performance

LO 1: Name, Cell, Email

LO 2: Name, Cell, Email

Manifest: Name, Email

Volunteer:

### Load Organizer Suggestions for Next Year

List actions that could be taken to improve:

Did you have to hire additional planes? Where from? How many loads flown? Was it worth it?

Did registration costs meet event expense expectations? Did you do any expense off-sets? If so, list specifically:

Would you charge the same next year?

Include Event Expense Sheet Budget with After-Action Report