

**Event After Action Report**

**Date:**

**Name of Event:**

**Submitted by (Name + Position)**

**Number Anticipated:**

**Number that Participated:**

**Volunteers and Volunteer Hours:**

**Cost:**

1. **What was the purpose of the event?**
2. **How was the event planned and promoted?**
3. **Describe the event:**
4. **What went well?**
5. **What could have gone better?**
6. **Would you recommend a similar event for next year? Why or why not?**