



# American Legion Post 68, Leland, NC

## After Action Report

v1.2 1 June 2019

**Event Name:** {Identify the Event}

**Date/Time/Location:** {Date, time and location of event}

**Date of Report:** {Date of this report}

**Report prepared by:** {Person preparing this report}

**Post 68 Lead/Points of Contact:** {Identify event lead and those assisting}

**Summary of event:** {In 200 words or less, describe the event, purpose, attendance, monies raised, etc.}

**Any donations / revenue from event:** {Describe any monies received, source, targeted budget line item, etc.}

**Issues Affecting the Event:** {Identify any issues that affected the event such as weather, scheduling, attendance, etc}

**Specific Problems:** {Discuss any significant issues that affected turnout or participation such as scheduling conflict with competing local events, poor location, logistics, etc.}

**Success Stories:** {Discuss any partnering organizations or donations/contributions from local organizations or businesses. What worked/went well}

**Lessons Learned:** {What could be done differently next time or with other events, activities or projects to help ensure success}

**Specific Tasks that were performed:** {Who did what}

**Supplies / equipment needed for event:** {What equipment or supplies were used by this event}

**Public Relations / media:** {What steps were taken by the Public Relations Officer to promote this event, lead times, etc.}

**Attachments:** {pictures / website snapshots / news articles / etc}