**After Action Report Form**

**Submitted by:**

**Overview**

Program/Event Title:

Date/Length of Event

Location:

**Budget:**

Original Budget: Amendments: Proposed Budget for Next Year:

Program/Event Description:

Structure/Layout of Program (i.e. all day assembly, 1/wk after school, publications or flyers, etc):

**Goals/Objectives**

**Event Details**

Details/Timeline (when planning started, how frequently updates were distributed, when/how tickets were sold, etc):

**Review**

Any suggested changes to improve the program? Budget? Resources? Location?

**Conclusion/Lessons Learned:**