



# After Action Report

## Squadron Information

Unit: \_\_\_\_\_ Unit POC: \_\_\_\_\_

## Event Information

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Please list how many members, if any, did not participate under the corresponding reasons below.

- |                          |                       |
|--------------------------|-----------------------|
| Chose not to participate | Duty-related conflict |
| Personal conflict        | Other                 |

**Actual Expenses** MOA (activity related): \_\_\_\_\_ NAF (food & beverage): \_\_\_\_\_

Describe how the event was marketed/advertised to customers.

What lessons were learned and what recommendations do you have for future programming?

Personnel Feedback - What did you like/struggle with as the project officer?

Customer Feedback?

Additional Comments:

**Signature**