



## AFTER ACTION REPORT

Event Name:

Event Date & Start/End Times:

Unit:

Unit POC:

**Please answer the following questions regarding your event.**

1. How many participants?

Active Duty \_\_\_\_\_ Civilian \_\_\_\_\_ Dependents \_\_\_\_\_

2. Was the program successful and did participants find the program enjoyable?

3. What areas needed improvement for this event? Were your expectations met?

4. Describe how the event was marketed/advertised to unit?

5. What lessons were learned and what recommendation do you have for future squadron events?

6. Any additional comments regarding personnel feedback or/and Customer Feedback?

Please browse our website [www.vandenbergfss.com/unite-program](http://www.vandenbergfss.com/unite-program) and start planning your next Unite morale events. "Build Unit Cohesion through Group Recreation".

Note: please submit at least 3 photos of the event along with this report.

Please returned completed report with photos to [edwina.williams.1@spaceforce.mil](mailto:edwina.williams.1@spaceforce.mil).