



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 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.