

## AFTER-ACTION REPORT

The After-Action Report assists the Town Manager or Designee and the Event Organizer to analyze the previously held event and to determine success of subsequent events. The report shall be completed by the Event Organizer and submitted to the Town Manager's Office no later than two weeks after the conclusion of the event. Reports will be filed to be used for subsequent events by the Event Organizer. The Town Staff reserves the right to include his own comments and observations to this report. Submit reports to:

**Special Events Coordinator**  
**Attn: Elizabeth Lewis**  
**102 E. Main Street (P.O. Box 1560)**  
**Front Royal, VA 22630**  
[elewis@frontroyalva.com](mailto:elewis@frontroyalva.com)

**PLEASE PRINT**

<b>Name of Event</b>		
<b>Event Organizer</b>		
<b>Date of Event</b>		
<b>Time of Event</b>	<b>FROM:</b>	<b>TO:</b>
	<b>Setup Start Time:</b>	<b>Cleanup End Time:</b>
<b>Location of Event</b>		
<b>Attendance</b>	<b>Participants:</b>	<b>Spectators:</b>
<b>Number of Business/Vendors if different than application</b>		
<b>Number of Volunteers if different than application</b>		
<b>Actual funds raised if event was a fundraiser</b>		
<b>Were the Police Called to your event? If so, indicate the nature and outcome of the call if known.</b>		
<b>Was area cleaned in a timely manner after the event, including all decorations?</b>		
<b>Were the policy and procedures followed to the best of your knowledge?</b>		

**AFTER-ACTION REPORT CONTINUED**

If alcohol was served, did you have any issues with unruliness, drunkenness, etc. that warranted a call to the police?

If music was played, were you ever made aware of it being too loud?

If animals were part of your event, were you made aware of any issues involving them?

If structure such as tents, mechanical rides, bouncy houses or similar, were part of your event, did you have any safety issues that you were made aware of?

If you requested electricity, water, trash collection, did you have any issues that the Town should be made aware of for subsequent events? Please list here.

Were there enough restrooms and hand-washing stations for your event?

Did you receive any concerns from adjacent property owners pertaining to your event? If so, please list.

Please list suggestions that could assist the Town in a more successful event for you next year.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

Town Manager/Designee Signature \_\_\_\_\_ Date: \_\_\_\_\_