**UNDERGRADUATE STUDENT ASSOCIATION**

**AFTER ACTION REPORT (AAR)**



|  |  |
| --- | --- |
| [Event Name] | [Event Date] |
| [Author] |
| Date Completed: [Date] |

Based on the AAR provided by:



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# After Action Report Overview

This report is a compilation of information from the different participants in the response to the [event]. The information was gathered by the participating organizations listed below. The point of this report is to collect the strengths, opportunities for improvement, and recommendations in one location.

Our hope is to document all aspects of this event for those not involved with it, such as future E-Boards. This will allow those individuals to understand the event and help improve the event over time.

The recommendations in this AAR should be viewed with considerable attention to the needs for safe events. Clubs can use this data to determine the best methods to improve the event.

# Event description

Add a description of your event, the purpose of the event, and the goals for the event.

# Event Overview

## Summary

Describe the actual event. The description above is the purpose and goals of this event. Here you should describe how the actual event unfolded. Did your event follow the plans you laid out, were their things that worked really well? How about things that went wrong, or could have been accomplished better? You will dive deeper into these items later in this document, so keep this description broad.

## Sequence of events

**[Date]**

[Time – Specific Activity]

**[Date]**

[Time – Specific Activity]

**[Date]**

[Time – Specific Activity]

## Location

[Where the event happened]

## Vendors

[List all of the vendors and organizations that participated – should exist in your Operations Plan]

# Strengths

1. [List everything that went well during the event]

# Opportunities for Improvement

1. [List the issues you had with your event. Provide a short description as to how each issue affected or was related to your event]

# Reccomendations

1. [List the recommendations on how to fix each issue listed in the above section.

# Conclusion

[Short conclusion]

| Improvement Planning Matrix |
| --- |
|  | Area of Improvement | Improvement Action | Responsible Party/Areas | Target Completion Date | Status |
| 1) |  |  |  |  |  |
| 2) |  |  |  |  |  |
| 3) |  |  |  |  |  |
| 4) |  |  |  |  |  |
| 5) |  |  |  |  |  |
| 6) |  |  |  |  |  |
| 7) |  |  |  |  |  |