

# HARVEST LIFE CHANGERS CHURCH

## EVENT PLANNING FORM: STEP 6 AFTER ACTION REPORT (LESSONS LEARNED REPORT)

**Instructions:** The purpose of this report is to gather all relevant information to identify strengths to be built upon, identify areas for further improvement and better the planning of future events. Please complete the After Action Report by the day after your event and submit it to the Events Department via email [events@harvestlifechangers.com](mailto:events@harvestlifechangers.com) or hard copy in the Ministry Admin Box in Room 300.

### YOUR INFORMATION:

**Name:** \_\_\_\_\_  
First Last

**Ministry Name:** \_\_\_\_\_

**Event Title:** \_\_\_\_\_

### AFTER ACTION REPORT:

**Instructions:** Please answer the following questions as it relates to your event.

- 1 **What were the major successes for this event and the factors that contributed to them?**
- 2 **What didn't work well for your event? Please list the factors that contributed to the outcome.**
- 3 **What would you do over or differently to improve the success of your event?**
- 4 **What surprises did you and your ministry members have to deal with on the day of the event and how did you handle it?**

- 5 **Were the goals of the event attained for your area? If not, what changes need to be made to meet goals in the future?**
  
- 6 **Did everything scheduled for your area go as planned? If not, why?**
  
- 7 **Please list the number of volunteers and the positions they served in that were used to carry out this event.**

Please sign and date below and submit the completed form to the Events Department via email to [events@harvestlifechangers.com](mailto:events@harvestlifechangers.com). Hard copies can be submitted to the Ministry Admin Box in Room 300.

**Event Lead:**            Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Ministry Director:**    Signature: \_\_\_\_\_ Date: \_\_\_\_\_