

Zion Prospect Baptist Church After Action Review Form

OFFICE USE ONLY

Rec'd by:

Title of Event

Today's Date

Goals/Objectives of Event:

Outcome- Provide a brief description of the outcome:

Strengths - Identify what went right and why:

Weaknesses - Identify what went wrong and why:

Future activity - What should be done differently next time?

Event Budget

What was the total amount spent for the event?

Were there any unplanned expenses?

No Yes

Did this event go over budget?

No Yes

If yes, by how much?

Why did this event go over budget?

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Ministry Leader Completing Form:

Reviewed by:

Chair Deacon:

Chair Trustee:

Pastor:

