



Event/Activity/Class After-Action Evaluation

Title of Activity:	Schedule:
Other Leaders/volunteers/workers:	Staff Liaison:
	Volunteer Leader/ Facilitator:
PLANNING	
Brief Description of Activity:	
Purpose: (Which of your ministry or church-wide goals did this activity attempt to accomplish? How?)	
Event Promotion (Describe how this event was promoted. Include specific promotional efforts to reach non-church members.):	
Prospect Follow-up Plan:	
RESULTS	
Expected # of Participants (Registered or Anticipated)	
Total:	# of Non-Church members:
Actual # of Participants (Counted or Completed)	
Total:	# of Non-Church members:
Follow-up report (Include names and report results of contacts made. Attach if necessary.)	

Evaluation

Total # Volunteer Hours:
(leaders/workers [not participants])

Direct Financial Costs (please describe):
(costs incurred by the church)

Total # Staff Hours:

Indirect Financial Costs (please describe):
(costs donated by others)

NOTES:

(Here describe strengths and weaknesses; things to remember for future reference.)

Rate Success

Given the resources used and the progress toward goals, how do you rate the success of this activity:

Failure

1

2

3

4

5

6

7

8

9

Success

10

Comments:

This document to be completed and turned in to staff liaison.