**FRG FUNDRAISER AFTER ACTION REVIEW**

EVENT:

LOCATION:

DATE: TIME:

EVENT POC/CHAIRPERSON:

APPROXIMATE NUMBER ATTENDING EVENT:

NAMES OF AFTER ACTION REVIEW ATTENDEES:

**COST OF ITEMS: Estimated Cost/Actual Cost**

Food \_\_\_\_\_/\_\_\_\_\_

Beverages \_\_\_\_\_/\_\_\_\_\_

Condiments \_\_\_\_\_/\_\_\_\_\_

Miscellaneous

Item\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_

Item\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_

Item\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_

**SUPPLIES: Estimated Cost/Actual Cost**

Cups \_\_\_\_\_/\_\_\_\_\_

Napkins \_\_\_\_\_/\_\_\_\_\_

Plates \_\_\_\_\_/\_\_\_\_\_

Eating Utensils \_\_\_\_\_/\_\_\_\_\_

Decorations \_\_\_\_\_/\_\_\_\_\_

**RENTAL COSTS: Estimated Cost/Actual Cost**

Location \_\_\_\_\_/\_\_\_\_\_

Equipment \_\_\_\_\_/\_\_\_\_\_

Transportation \_\_\_\_\_/\_\_\_\_\_

**OTHER COSTS: Estimated Cost/Actual Cost**

Item\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_

Item\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_

Item\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_\_

**ESTIMATED CHARGE PER:**

 (SINGLE) (COUPLE) (GUEST)

ESTIMATED COST OF EVENT: $

ACTUAL COST OF EVENT: $

CASH DONATIONS RECEIVED: $

MATERIAL DONATIONS RECEIVED (FAIR MARKET VALUE): $

PROFIT/LOSS:

**NOTES:**

How many volunteers and who (names) participated in executing the event?

What went well?

What challenges did the FRG face with the event?

Recommendations for future events:

* Recommendation #1
* Recommendation #2

Commander Signature: Date:

FRG Leader Signature: Date:

Treasurer Signature: Date: