

After Action Report

TO:

FROM: Amy LaRusso

DATE: June 27, 2012

RE: After Action Report of Daddy Daughter Dance

- Purpose
 - The Club set out to offer a social event for fathers and daughters for the 5th consecutive year
 - Our attendance expectations for this year's event was an estimate of 60 couples. Our plan was to contract a DJ, caterer and photographer to offer services throughout the night. Our set up/take down plan included 1 morning person for 4 hours and 2 evening staff for 2 hours.
 - No process has been made for this activity at this time
- Executive Summary
 - Nearly 90 participants attended the event breaking this down to around 38 couples (some couples added a daughter or uncle, etc). Coletta's Italian Restaurant catered the event, Goldberg Solutions offered DJ services including a light show and Jerry Borwick Photography offered photography services.
 - All vendors worked extremely well and were very professional. Prizes for the dance contest were the same for 1st, 2nd and 3rd place winners. This year's prizes were spa baskets instead of the usual stuffed animals. GPAC allowed us to borrow round tables and chairs cutting down the cost for the event. Scheduling 3 girls was adequate for the duration of the event.
 - We will need to request 2 people (males) for set up and at least 3 males for take down. My husband and Coach Terrell stayed to assist with takedown.
- Lessons Learned
 - Preparation for the décor and purchasing the prizes for the dance contest winners can be done in the beginning of the week or even the week before.
 - More staff for set up and take down will need to be schedule for next year's event.