

TO: Bo Mills / Bruce Tillman

FROM: Jamie White

DATE: 7/6/2012

RE: After Action Report of 4th July Event

Purpose

- What did we set out to do?

We set out to supply the P&R Department with supplies and staff to setup, breakdown and cleanup after each activity.

- What was supposed to happen?

All activities are to take place without any mishaps.

- Is there a process or procedure in place for this activity?

This is an annual event and a process has been established.

Executive Summary

- What actually happened?

We started prepping the grounds July 2 and continued through July 3. The event was well supplied and staffed as all activities went smoothly. Final cleanup was done July 5th to put the park back to normal use.

- What worked well that needs to be sustained?

The activities of this event are repeated every year so the setup and breakdown is routine and can be done more quickly than something new each time.

- What did not work well and needs to be changed?

The fishing rodeo had a great turn out but needs to be moved an hour earlier because the fish quit biting due to the heat of the day.

Lessons Learned

- What can we do better next time?

Start the rodeo earlier because the fish were biting early but they soon quit when the temperatures got hot. People began to leave before the rodeo was over because the fish weren't biting.

Action Items

- Develop a list of the actions to fix specific needs.

Change the time of the rodeo.

- Timelines and Responsibilities

Our goal is to create a family fun event that every member of a family can enjoy. We began days and even weeks before the event planning and prepping the grounds for thousands of people to enjoy. We are responsible for keeping the grounds free of obvious hazards and each activity supplied and staffed.