

Dixie High School JROTC - Event Planner & After-Action Report

CIC: _____ Cadre Oversight: _____ Booster Help: _____
Cadet in Charge

Name & Location of Event: _____

Date(s) of Event: _____

POC info: _____; _____; _____; _____
Point of Contact Name Email Phone Address

Pre-Event Checklist: **Cadets completing action will print name in box**

- Event created in WINGS
- Sign-up sheet created in *utah20061* Google Docs and emailed to Cadre, with all details clearly outlined
- Transportation request filled out, approved by Cadre, and submitted to Front Office (if required)
- Activity request filled out, approved by Cadre, and submitted to Front Office (if required)
- Event package sent to District office for approval (if required)
 Include: Trans req; Act req; hotel and bus contracts; full itinerary; web pages for activities and educational events

Post-Event Checklist:

- Roster of cadets who participated is filled out in WINGS, with number of hours each served
 (Fill in names & hours on page 2 or attach sign-up sheet printout)
- Turn in this sheet to the Cadre member who oversaw this event
- Write and send any appropriate Thank You Cards or emails (Names sent to Mrs. Baliff)

Description of Event:

Shifts -

Duties -

Highlights -

Who performed above and beyond the call of duty? Were there any problems? Do you consider this effort a success?

Recommendations for future: *What could we have done better? What do you wish the POC had done differently?*

