



*The Descendents of
Rubin Lancaster and Maryann Thompson Lancaster Family Foundation*

LANCASTER FAMILY REUNION AFTER ACTION REPORT

After Action Report Executive Summary from Host Family

This After Action Report is intended to be a report to Rubin Lancaster and Maryann Thompson Lancaster Family Foundation. This report covers four areas that are needed for the foundation documentation of activities and fiscal accountability. It will also help in developing recommendation to other host cities. Please answer the following questions in paragraph form. Please feel free to add additional sheet to this report.

Part (1)

Host Committee	
Host City	
Host Hotel	
Year of Reunion	
Registration Costs Per Person	
Future Host City	
How well did your host committee plan work	
What was you Host committee success	
Describe any limitations of your Host committee plan that were identified	
Describe other and /or general lessons learned	
What advice does your Host Committee would like to share with future host committees	



Part (2)

SOURCES OF REVENUE /INCOME FOR REUNION	
Revenue Category	Amount
Registration	\$.00
Donations	\$.00
Program Advertisement	\$.00
Vendors	\$.00
Corporate Donations	\$.00
Total Revenue	\$.00
EXPENSES FOR REUNION	
Categories	Amount
Cost of Per Room x number of rooms	\$.00
Equipment / Audio Visual	\$.00
Banquet Facility Cost / Conference Rooms	\$.00
Catering	\$.00
Entertainment	\$.00
Reunion Shirts	\$.00
Printing Postage /Website/Social Media/Technology	\$.00
Park Facilities	\$.00
Total Expenses	\$.00



Continues: Part (2)

DETAILED ENTERTAINMENT BUDGET	
Categories	Costs
Reception	\$.00
Dinner Band	\$.00
DJ	\$.00
MISC	\$.00
Total	\$.00
Separate Venue	\$.00
Total Costs	\$.00
DETAILED PARK FACILITY BUDGET	
Categories	Costs
Name of Park	
Transportation Costs	\$.00
Equipment	\$.00
Food	\$.00
Electrical Needs	\$.00
Catering	\$.00
Special Permits for Noise/AV/Reservations	\$.00
Total Costs	\$.00



Part (3)

REUNION ACTIVITIES PROGRAMMING SUMMARY				
Categories	Comments			
Family Tradition (Genealogy)				
Business and Finance				
Health				
Education				
Youth				
Sunday Service				
Recognitions: Federal, State and Local Government Officials				
Activities: Cards, Chess, Park Games etc				
Vendors that may be use by other host cities				
VENDOR	Purpose	Telephone Number and Contact Name	Costs	Recommended for use in future reunion
Air Travel				
Hotel				
Rental Car				
Reunion Shirt				
Graphic Design				
DJ/Music				
Catering				
Other				

