Program Data Sheet

Name of Event: Summer Camp Registration		☐ Pilot Program ☐ Revised program ☒ Repeat Program
Date: April 26-30, 2004	Day of Week: M-F	Time: 8am-5:30pm
Location: CAC	Information Phone #: X3957	Price: undetermined at this time
Program Coordinator: Donna Ballance		
Phone #: 3957	Fax #: 3786	e-mail Address: ballancdomonne
Purpose of the Event: To register summer camp participants.		
Indicator/Measure of Success: To enroll appx. 75% of potential participants during this open registration week.		
After Action Report (AAR) Comments from Prior Event(s):		

Key POCs

Name	Requirements	Phone #	Fax #	e-mail	Actions
SAS	Publicity	3957	3786	ballancdomonne	Casemate/ezine/marquee
	Equipment				
	Supplies				
	Audio/video				
	Decorations				
	Food & Beverages				
	Procurement				
	Set-up / Clean-up				
	Other				

After Action Report

Financial Analysis		
Sales:		Notes: Registration was slow. No sense of urgency when offered for a week. Tied up staff. (Not good use of time) Next year - offer for 3 days only. Catch the bulk of registration during this period
COGS:	0.00	
Other Revenues:	$300.00	
Labor: (used Aff labor)	0.00	
Other Expenses:	0.00	
NIBD:	$300.00	

Program Analysis	
Attendance:	
Indicator/Measure of Success:	Not as many registrations as expected although it picked up after the 26-30 April time frame
Elements to Change:	Change # of days from 5 to 3.
Elements to Eliminate:	
Elements to Add:	
Other Comments:	