

SAHS Post-Action Report Template

Event:

Chair:

Date(s) and Times of Event:

Volunteer hours logged:

Total hours required: (include travel, etc.)

Total Expenses:

Expense breakdown

Plants

Signage

Booth Fee

Copying

Other (please specify)

Total Sales:

Sales Breakdown

Plants

Cookbooks

Resource Guides

Pamphlets

T-shirts

Aprons

Memberships

Other (please specify)

Estimated Attendance:

Recommendations for Future: