

After Action Information Request



Whether your event was on a large or small scale we are happy that you had a successful event in our city. We have some information that we would like to collect from you to help with future planning and customer service. If you have any questions please contact Erin Holmes at specialevents@rcgov.org or 605-394-4168.

CONTACT INFORMATION	
Event Name: Click here to enter text.	
Event Location: Click here to enter text.	
Event Organization: Click here to enter text.	
Event Onsite Contact: Click here to enter text.	
Event Start Date: Click here to enter a date.	Event End Date: Click here to enter a date.
Event Contact Name: Click here to enter text.	
Event Contact Phone Number: Click here to enter text.	
Event Contact Email Address: Click here to enter text.	
GENERAL EVENT INFORMATION	
Number of Total Participants including Spectators: Enter number.	
Number of Registered Participants if applicable: Enter number.	
CUSTOMER SERVICE	
Were you happy with the service you received from staff? Click here to enter text.	
What can we do to better assist you? Click here to enter text.	
FACILITY/MAINTENANCE	
Did the facility meet your expectations? Click here to enter text.	
Was the area appropriate for your event? Click here to enter text.	
OTHER	
Any additional information we should be made aware of? Click here to enter text.	

Thank you for your information. Please return this form within 30 day after your event to the Parks and Recreation Office at 515 West Blvd., Rapid City, SD 57701 or email specialevents@rcgov.org

OFFICE USE ONLY
Parks Department Comments: Click here to enter text.
Police Department Comments: Click here to enter text.
Additional Comments: Click here to enter text.