

# 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 Kristy Lintz at [specialevents@rcgov.org](mailto:specialevents@rcgov.org) or 605-394-4168.



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

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](mailto:specialevents@rcgov.org)

OFFICE USE ONLY
Parks Department Comments:
Police Department Comments:
Additional Comments: