



VFW SOUTHERN CONFERENCE

VETERANS OF FOREIGN WARS

Southern Conference After Action Report

This report serves as the after-action expense report required by the Southern Conference Bylaws and the Memorandum of Understanding (MOU) that the hosting department agreed to prior to hosting the Southern Conference Meeting. Please provide the following information and an itemized ledger of money used that was provided by the Southern Conference No later than 90 days from the end of the conference. This form will be used to assist future departments in hosting the annual fall Southern Conference meeting.

Name of Hosting Department: _____

1. Total Number of registered attendees:
 - a. VFW: _____
 - b. Auxiliary: _____
 - c. Guests: _____
 - d. Vendors: _____

2. Total Number of rooms:
 - a. Primary Hotel: _____
 - b. Secondary Hotel: _____

3. Total number of airports shuttled:
 - a. Arriving: _____
 - b. Departing: _____

4. Total number of Banquet Attendees:
 - a. Registered: _____
 - b. Attended: _____

5. Total cost of Banquet: _____

6. Total Cost of Meeting Rooms: _____

7. Total Cost of Conference: _____

8. Price of Hotel Room: _____

9. Price of Registration: _____