National Sojourners Convention Corporation

Convention or Mid-Winter Meeting After Action Report

1. Date of Report:

2. Dates, type, and location of Meeting:

3. Name of Chapter Manager:

4. Name of NASOCOCO Chairman:

5. Name of Hotel and Hotel Primary Contact:

6. Date of Hotel Signature on Contract:

7. Total Number of Rooms Reserved and Room Rate:

8. Hotel Expected Income/Penalties Amount:

9. Date of Last Meeting/Telephone Contact with Hotel Staff:

10: Status of Chapter Committee (number of members confirmed and vacant positions): Report any issues relating to organization and assignment.

11. Name of Hospitality Room Chair:

12: Hospitality Room Location/Hours/Confirmation of Use of Alcohol; give a brief summary of all activities.

13: Discuss any issues on Agenda and Meals:

14: Status of Convention Book Ad Sales:

15. Status of Convention Book and Sales: Discuss any problems or issues:

16. Brief Summary of Tours and Related Activities Planning:

17. Brief Summary Transportation Planning (to/from hotel and any activity transportation) and any issues:

18. List Special Invited Guests or Groups (If none, state N/A):

19. Brief Summary of Meeting Planning Highlights:

20. Summary of Planning Issues/Problems (List each separately with planned action):

21. Registration Summary :(Obtain information from hotel contact and NASOCOCO Treasurer):

Total Number of Members Registered (Treasurer):

Total Number of Guests Registered (Treasurer):

Total Number of Hotel Rooms Reserved by Attendees (Hotel):

Total Rooms Filled:

22. Additional Information at the discretion of the Chapter Manager:

Signature of Chapter Manager _____

Signature of Meeting/Convention Chairman: _____