

After action review process for Scrollsaw contests

It is highly desirable that the group that ran the contest does a review of this process, shortly after the process is completed. This can be one day later or up to one week later. Sooner is better to keep the details fresh in the minds of those that took part in this activity. Below is a simple list of questions to be asked of the group that managed the contest.

- 1.) Was the contest information delivered to the appropriate workers at least one week in advance of the event and was the information complete?
- 2.) Did all participating members of this contest crew *read and understand* the process properly from the instructions provided in the contest information?
- 3.) Did this crew participate in a contest trial or pre-run of procedures prior to the contest event with local club members to test for possible complications?
- 4.) Did any unexpected situations occur that future instructions should be take into account?
- 5.) Did any one have any problems understanding and following the instructions during your event?
- 6.) How can these contest instructions be improved?
- 7.) Any extra comments, concerns or problems related to this process are welcome!

While this does not appear as a form, it is difficult to anticipate how much space will be required to answer each of these questions. Please just use extra paper as required providing a number reference to each answer. Just include this survey results with the contest winner's names that must be mailed back to S.A.W. If the judges surveys had any comments you think SAW should look at, feel free to send copies of those also. The Contest Committee will review this material and make recommendations to the BOD as needed.