**ATTACHMENT 2**

**Rapid Response Event Summary Report**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

American Job Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Company Name** |  |
| Industry |  |
| Session date |  |
| Location/address of session |  |
| Number of attendees |  |
|  |  |
| Attending State/County/Community partners |  |
| Services/programs of interest |  |
|  |  |
| Number of follow up appointments scheduled for AJC visit and resource use |  |
|  |  |
| Unusual circumstances or questions |  |
|  |  |
| Suggested improvements for next session or other comments |  |
| Name of AJC staff member(s) who facilitated the session |  |

Submit within 3 business days after the Rapid Response session to: DLIR.Workforce.Council@hawaii.gov