Your Time is a Precious Gift to Us!

End of Event/Program Summary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PTA/PTSA 20\_\_ - 20\_\_

Thank you for volunteering to coordinate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The budget for this event or program was:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name and Contact Info:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After your event is completed, we’d love to know how you did it!

Please share the following information to assist coordinators in the future.

* Who served on your planning committee? (include name and contact info – can be included on a separate page)
* How many people attended? (adults/children)
* How much did the event cost to run? (please give a breakdown of the budget)
* Did you feel you had an adequate budget? If no. why?
* How was the event advertised?
* How many volunteers did you have? Was that enough? Why or why not?
* What methods did you use to get volunteers?
* If food was served, please list items and quantities bought and used. (be specific)
* What was one thing that worked well about your event/program?
* Any suggestions to improve things that could’ve made it better?
* Any other information that could be of assistance to next year’s coordinator?

Thanks again for your help!

Please turn in a copy to the executive committee and leave a copy in the committee procedure book