

Event Summary: (Name of Event)

Chairperson (s): (Name, Email, Phone #)

School Year:

Please complete and return by June 1, 2018, except FIELD DAY chairs.

Timeframe:

Please describe the timeframe required for event (i.e. time of year/date, how far in advance you began to plan event, details of planning/timetable, countdown to event, and actual time/date event occurred).

-

Budget:

PTA Budget Figure:

Actual Cost:

Budget Clarifications (if needed):

-

Vendor Information:

Please attach any important correspondence. Describe how vendor(s) were utilized, outcome and overall satisfaction.

-

Resources:

Please describe all of the resources you found to be helpful and contact information for those resources, if appropriate.

-

Room Layouts/Photographs:

Please include any room layouts or photographs of the event, if applicable.

-

Approvals:

Please list any approvals required and contact information, if appropriate.

-

Volunteer Information:

Please list the number of volunteers used/needed for this event.

-

Records:

Please include/attach any hardcopies or records you feel would be helpful to the future chairperson. (i.e. newsletter articles, flyers, correspondence, meeting minutes). Also, please identify any computer files saved on CD/other media included in red book.

-

Challenges:

Please discuss any challenges you faced when planning or executing this event.

-

Results:

Please discuss the event results.

-

Recommendations:

What would your recommendations/advice/suggestions be to the next chairperson?

-

Thank you for sharing your experience and expertise!