

Committee Report

Please complete this committee report for all PTA events. Attach any detailed information as requested or needed. Report to be filed with appropriate E-Board Chair and others if requested.

Event Details

Name of Event: _____ Date Held: _____

Location: _____

Goals: _____

Money to be used for: _____

Committee Details

Chair: _____

Volunteers: _____

Meeting Dates: _____

Financial Details

Proposed Budget Income: \$ _____ Actual Income: \$ _____

Proposed Budget Expense: \$ _____ Actual Expense: \$ _____

Volunteer Details

Number of volunteers needed to conduct event adequately: _____

Total volunteer hours: _____

Recommendations

Do again: _____

Do again, but modify (please explain): _____

Don't do again (please explain): _____

Report Details

1. Please explain how volunteers were utilized: _____
2. Did you require specific equipment/supplies or items for the event: _____
3. Please include any copies/flyers or notices about the event.
4. Please share any background or history on why something was done a certain way or why it was changed: _____
5. Please note any janitorial and/or kitchen coverage that were needed or required: _____
6. Please make recommendations, suggestions and comments about the event, and the overall success or not so successful portions of the event: _____