

Benninghoven PTA Committee Report

Please complete this committee report for all PTA events. Attach any detailed information as requested or needed. This can be turned in to your Executive Board Chair and others if requested.

Event Details

Name of Event:

Date/time Held:

Location:

Goal of event:

Committee Details

Name of committee lead(s):

Number of volunteers needed to conduct event adequately:

Volunteers (please list or attached screenshot/PDF of sign up genius):

Would you utilize the volunteers differently next year? If so, how?

Financial Details

Proposed Budget Income (if applicable): \$

Actual Income(if applicable):

Proposed Budget Expense:

Actual Expense:

Other information:

Did you require specific equipment, supplies, or items for the event? If so, please explain.

Please include any flyers, emails or notices about the event. (Please save a copy of each under your committee googledoc folder so that future chairs can find the materials.)

Did you use any janitorial and/or kitchen coverage during your event?

Recommendations

- Do again
- Do again, but modify (please explain)
- Don't do again (please explain)

Please make recommendations, suggestions and comments about the event. Provide feedback about the planning process and actual event. Include things that worked well and what could be improved for the next year.