Please complete this form after each event. This form will help the PTA project future events and help future chairs with planning. A copy should be made for the event binder, volunteer coordinator and the treasurer and PTA.

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Event Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Planning**

A description and purpose of the event:

When did you begin planning and what was your timeline?

How many meetings were held and what were the purposes of those meetings?

How many people attended?

Number of volunteers and description of their roles: (include volunteer sign-up sheet if available)

**Set Up and Clean Up:**

Where did this event take place and what was done to prepare the venue for this event? (Attach a schematic if available.)

Haw many tables and chairs were used?

How long was setup and take down?

**Services (Please include vendor contact information)**

Food and beverages: (Please include specific items purchased, the quantity of the items, and whether these amounts needed to be increased or decreased.)

Entertainment:

Other:

**Event Costs**

Budget amount:

Cost of tickets/food to the participants:

Expenses:

Income:

Petty Cash: (Please include breakdown of amounts and if the amounts were sufficient.)

Comments:

**Recap**

What would you do differently?

Would you recommend this event for next year? Why or why not?

Is there someone you would recommend to chair this event for next year? Would you be interesting in chairing this event next year?