

PTO Event Completion Form



Please complete this form at the end of your Committee function or event. This information will be handed to the following year's Committee Chairperson, and also to the Treasurer. This gives the next Chair invaluable insight as well as helping to budget for the next year. Please email completed forms to the PTO President or drop them into the PTO mailbox in the office ASAP.

Thanks so much for all your work –the PTO greatly appreciates it!

COMMITTEE: _____

CHAIRPERSON(S): _____

Event Name: _____

Event Budget: \$_____

Event Date: _____

Event Actual Cost: \$_____

Event Revenue: (if applicable): \$_____

More Details.....

Number of Attendees (estimate): _____

How many volunteers did you need? _____

Vendors Used? _____

Optimal number of volunteers: _____ Minimum: _____

If yes, please tell us:

(1) Name: _____

Email & phone: _____

Cost: \$_____ Would you use them again? Yes No Why? _____

(2) Name: _____

Email & Phone: _____

Cost: \$ _____

Would you use them again?

Yes No Why? _____

Okay, just a few more questions....

What supplies did you need? Where did you get them?

How did you prepare for this event? How much advance time did you need?

Any problems or issues that we need to know about? Any suggestions for improvement?
