

GOLD RIDGE PTA EVENT REPORT

EVENT OVERVIEW

NAME OF EVENT/PROGRAM/FUNDRAISER:

YEAR:

CHAIR(S) OF EVENT

Name:

Phone:

Email:

DATE(S) OF EVENT:

BUDGET:

Income/Loss Budgeted by PTA:

Actual Income:

Actual Expense:

Actual Amount Made/Lost:

EVENT DETAILS

Event description:

Highlights of the event:

Where was the event held?

Who participated? How many participants?

Advertising done for event (type, where, when, etc):

Problems faced:

BUDGET DETAILS

Please submit your receipts to the treasurer.

High level listing of expenditures:

High level listing of income sources:

If sales were made (tickets, items, other), please give details. Include # sold, how sold, etc:

EVENT TIMELINE

Timeline (1 month before event, 2 weeks before, 4 days before, etc.) detailing:

- When you did key tasks
- Deadlines you had to meet
- Meetings
- When approvals were sought
- Etc.

SUPPLIERS AND CONTACTS

Please list any and all contacts you used for event.

- People, companies, suppliers, etc.
- Include phone numbers, email addresses, website urls.
- Attach to report catalogs, business cards, etc.

COMMITTEE & VOLUNTEER DETAILS

Committee members:

Estimated total volunteer hours (chair, committee, volunteers).

- Use *Volunteers Hours Log* and *Volunteer Hours Tally Sheets* to help you determine. Available on PTA website.

Volunteer Details:

- Types of volunteers/shifts (set-up, clean-up, food, craft, booth, etc.)
- # of shifts, length of shifts, volunteers per shift, etc.

RECOMMENDATIONS

Would you recommend that we hold this event again next year? Why?

Would you recommend we change...

- the time/date of the event? To when?
- the location?
- vendors/suppliers used?
- other.

Your thoughts on what worked well, what didn't and ideas on how to improve: