

Event Summary Form

Harris Hill PTA

Thank you for all your time and effort in running this school event. To help us to keep good records and for future reference, we ask that you please fill out this summary form. Please use the space at the end of the form to summarize, in your own words, any details or information you feel would be helpful for future use.

Remember to include one copy for the event file and send one to the PTA Board Committee Chair overseeing this event. Please fill out electronically if possible. Thank you for all your help and support!!

Name of event:

Brief description of Program Coordinator responsibilities:

Date(s):

Chair(s) of Event:

Approximate number of participants:

Budget Amount:

Actual Amount (please provide breakdown here or in summary below):

Duration of the planning process (how long before event did you start?):

Names of people participating in the planning process:

Building (or staff) requests made:

Copying services required:

Types of publicity (Hotline, Flyers, E-News, other):

Names of people who volunteered for this event:

Services performed by volunteers:

Key contacts, representatives, district officials, media, donors, etc:

Supplies purchased:

Do you have any material/supplies/prizes leftover from your event?

If yes, how were they dispersed or where are they stored?

Ways volunteers and donors were thanked:

What went well and should be continued?

What should be improved in the future or be done differently?

Other comments:

Please write up a summary of important details and steps that helped you with this event.

(additional space)