



## EVENT END REPORT

PLEASE COMPLETE WITHIN 30 DAYS OF YOUR EVENT  
SUBMIT TO PTO SECRETARY WITH FORMS ATTACHED

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

Committee Chair(s): \_\_\_\_\_

Phone(s): \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_

How did you advertise your event? (invitations, flyers, etc.): \_\_\_\_\_

Were refreshments served? \_\_\_\_\_ Refreshments provided by: \_\_\_\_\_

What kind of refreshments / How much was served? \_\_\_\_\_

What equipment did you need? \_\_\_\_\_

Did you use a map? \_\_\_\_\_ Signage? \_\_\_\_\_

Did you provide nametags? \_\_\_\_\_

What can be done next year to improve this event? \_\_\_\_\_

How many committee members did you have? \_\_\_\_\_

How (and when) did you recruit them? \_\_\_\_\_

Net Fundraising Goal: \_\_\_\_\_ Should the goal be revised for next year? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Did you have any expenses? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

Total expenses incurred: \_\_\_\_\_

What would have made your job easier? What would you change about this committee?

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH ALL INFORMATION (FLYERS, EXPENSE SUMMARY, BUZZING TEXT, ETC.)**