

# Little Cedars Elementary PTA

## Event Wrap Up Form

After you have given your post-event event update at the PTA Board meeting (or via email), please return this completed form and your binder to your Board liaison. Please include as much detail as possible: general process, tasks, important dates, contact phone numbers and emails for vendors. This will help the PTA Board (and future chairs) know how things went, what worked well, and what you feel needs to be improved.

### Program/Event Information

Program/Event: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ # Attendees: \_\_\_\_\_

Location: \_\_\_\_\_

Did this program align with and meet the PTA's goals? \_\_\_\_\_

### Budget

Budgeted Amount: \_\_\_\_\_ Amount Spent: \_\_\_\_\_ \$ Profit or Loss \_\_\_\_\_

In-Kind Donations \_\_\_\_\_

Factors resulting in over/under budget (i.e. rainy day made for poor water sales, event conflicts, etc)

Vendors Used: \_\_\_\_\_ Contract Required? YES or NO (circle or bold)

### Volunteers

# of volunteers you had: \_\_\_\_\_ # of volunteers you needed: \_\_\_\_\_

### Supplies

Supplied/Items Donated: \_\_\_\_\_

Supplies/Items Purchased: \_\_\_\_\_

Supplied Used from PTA Closet: \_\_\_\_\_

### Communications

What forms of communications were used? Include copies of newsletter articles, flyers, handouts, etc.

### Recommendations for Next Year