

# Moorlands Elementary PTA Committee or Event Wrap-Up

Please complete all information below (some may not apply - leave blank or fill in with N/A, if needed). Be as complete and detailed as possible to help future chairs. If necessary, attach additional pages. Place this form in your binder.

Include copies of all meeting minutes, flyers, newsletter submissions, PTA membership emails, publicity, signage, etc. Include the dates for when each item was sent or distributed, to whom, and how far in advance of the event. Also, include copies of all contracts, receipts and reimbursement requests. Photos would also be beneficial, if possible.

**Committee/Event name:** \_\_\_\_\_

**Date of Event or School Year:** \_\_\_\_\_

**Chair name(s):** \_\_\_\_\_

\_\_\_\_\_

**Budgeted Expenses:** \_\_\_\_\_ **Actual Expenses:** \_\_\_\_\_

**Budgeted Income:** \_\_\_\_\_ **Actual Income:** \_\_\_\_\_

If budget needs adjusting (up or down), please explain: \_\_\_\_\_

\_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Were NSD Permits required (for location, custodial, chairs/tables, etc)?**  Yes  No

If yes, please list required permits: \_\_\_\_\_

\_\_\_\_\_

**Date planning began:** \_\_\_\_\_ **How many meetings were held?** \_\_\_\_\_

**Number of committee members (include names):** \_\_\_\_\_

\_\_\_\_\_

**Number of volunteers needed?** \_\_\_\_\_

Please provide the number of volunteers for each task or station: \_\_\_\_\_

\_\_\_\_\_

**Number of people who attended the event:** \_\_\_\_\_

Was attendance better or worse than expected? Please elaborate. \_\_\_\_\_

\_\_\_\_\_

**Special supplies or equipment needed:** \_\_\_\_\_

Are there any supplies or equipment the PTA should consider purchasing or renting that would be beneficial? \_\_\_\_\_

\_\_\_\_\_

**Time required for set-up and clean-up:** \_\_\_\_\_

**Amount of goods ordered and from where:** (attach copies of receipts, if poss.) \_\_\_\_\_

**Did any supplies run out? Was there surplus?** \_\_\_\_\_

**Was anything donated?** Include contact name, items donated, how much was requested vs. given? \_\_\_\_\_

**Were thank you cards sent?** \_\_\_\_\_

**Was the committee or event successful?** \_\_\_\_\_

**What would you change?** \_\_\_\_\_

**Helpful hints for next chairperson:** \_\_\_\_\_