

HCE PTO COMMITTEE REPORT

School year: _____

1. Name of Committee/Event: _____

Date: _____ Day of Week: _____ Time: _____

Location: _____

Chairpersons: _____

Please list Contacts/Vendors necessary for your Committee:

1. Name _____ Phone _____

Address _____ Email _____

2. Name _____ Phone _____

Address _____ Email _____

3. Name _____ Phone _____

Address _____ Email _____

4. Name _____ Phone _____

Address _____ Email _____

Where did you buy/get your committee supplies:

2. Communications

What tactics (flyers, email, posters, etc.) did you use to promote this event/effort? And what did and did not work well?

What was your timing on communications? Too early? Too late? Any learning for next year?

3. Budget

Committee's Budget: \$ _____; Income: \$ _____ Expenses: \$ _____

Was there a cost to attend or participate?

Expenses for running the event:

Item	Cost
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List Props/Supplies/Materials needed for your committee and where they are kept:

4. Event/Effort Execution

How was participation/attendance? (specifics, if possible):

Key Steps Before Event:

Key Steps During Event:

How Many Volunteers Did You Have? _____ Would You Need in a Perfect Case? _____

5. Overall feedback. Chairperson comments on success and "gotchas" of the event. Anything you'd do differently? Anything that worked particularly well? Did you have enough help? Too much?

Any Key feedback from Staff, Office or Families?

Should PTO run this event again next year (circle one)? YES NO

6. Volunteers

Please list all volunteers who helped in any way with the event. If possible - especially for key roles - please also list function.