PTO Final Committee Report Form 2006-2007

PTO Committee Name/Event: _______________________________________________

Chairperson(s):__________________________________________________________

Date(s) of Event: _________________________________________________________

Timetable of important tasks: On an attached page, please outline tasks/timetable
(include # of flyers) leading up to the event, during the event, following the event.

2) Volunteers needed: Please provide the number of volunteers needed for your
event and a list of subcommittees or key persons and their jobs, on the
attached page.

Proposed total budget for committee/event:____________________________

Did the event stay within budget?______ If not, what was the outcome? _____
(Please submit completed Committee Financial Form to treasurer)

4) Approximately how many people attended the event? ____________________

5) Do you feel the task/event was successful? ____________________________
  Why?    What was most helpful?

6) What would you change to make the event or task easier/more successful?

7) Do you feel this committee needs more than one person as the chair? ______

Would you consider chairing this committee again? ______________
  If yes, whom would you like to serve with you as co-chair? ______________
  If no, whom would you recommend as chair(s)? _______________________

Would you consider chairing another committee of office? ______________
  If so, which one? ________________________________________________

10) Any other recommendations?