

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?

