## **Committee Planning Form School Year:**



To avoid starting over each year, we'd like to keep a record of the processes involved in planning events and your thoughts/impressions afterward. Following your event, please complete this evaluation form. Not all questions may apply to all events; feel free to leave blank those areas that don't apply. Thanks for your help!

Email <u>beattiebobcatspto@gmail.com</u> if you would like the electronic version of this form to complete.

<b>Event Basics:</b>			
Name of Event:	Committee Lead:		
Date:	Committee Members:		
Time:			
Location:			
Brief Description of Event:			
External Vendor Contact Details:			
Communications: What tactics did you use to promote this event (posters, email, social media, Friday folder flyers, PTO website, monthly newsletter, text message)? Include samples and timeline if possible.			
Event Execution: Key Steps Before Event:			
Key Steps During Event:			
Key Steps After Event:			
How was participation/attendance?			
What was the cost to attend or participate (if applicable)?			

**Financials & Supplies Needed to Run this Event:** 

Item	Cost	Item	Cost
		Total Expenses:	\$

Other supplies needed that may not be an expense (e.g., scissors, tape, paper):

Is a cash box required? If yes, explain the best approach to have it filled (e.g., 20-\$1s, 10-\$5s, 2 rolls of quarters):

If this was a fundraiser:

How much did it bring in? \$

How much after expenses are subtracted? \$

## **Volunteers:**

How many volunteers did you have and what were their Roles & Responsibilities?

How many volunteers did you need?

## **Overall Feedback:**

What worked well?

Feedback from staff, volunteers, or families?

What could be done differently/ideas for next year?

Should we run this event again next year?

Please include your contact details if you are willing to provide guidance, if needed, to the next committee lead: