

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 beattiebocatspto@gmail.com if you would like the electronic version of this form to complete.

Event Basics:

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)?
