

PTO Event Review/Summary Sheet 2006/2007

Event: _____

Date of Event: _____

Name of person/people chairing event: _____

Your budget for this event was _____

Was this enough money? _____ Did you have a surplus? _____

How many people attended this event? _____

Did you enjoy chairing this event? Why? _____

Did you have subcommittees for this event? What were they and how many people did you use? (examples: setup, cleanup, cooking, etc).

1. _____

2. _____

3. _____

4. _____

Did anyone person or company donate anything to this event? Please list names and addresses of such people (so that they can be officially recognized and thanked).

1. _____

2. _____

3. _____

4. _____

5. _____

Would you be willing to chair this even again in the future? _____

Any suggestions or additional comments you would like to make would be greatly appreciated and helpful. Please attach to this form. Thank You!