

Scenic Heights PTA Event Report & Evaluation

Even if you are continuing on as chairperson we would appreciate you filling this out when your event is done or at the end of the school year. This will help in the future to see what it takes to plan and carry out your event. Below are some suggestions of the type of information that might be included. Please feel free to add any other information that would be helpful. You may also use your own format to provide this information. Thank you very much for taking the time to complete this and for volunteering. You have made a big difference at Scenic Heights.

Name of Committee: _____

Chairperson(s): _____

Brief description of committee: _____

Approximate number of volunteer hours: _____

Approximate number of volunteers used: _____

Outline how you organized your event/committee, by month if possible: _____

List meetings attended – when, where and length of meetings: _____

Recommendations, suggestions, comments, what worked well and what didn't, etc.

Businesses that donated items and what they donated, contact information, etc.
