

Hoover Elementary PTA Post Event Information

This should be filled out after the event and placed in the Event Binder. The Event Binder should be returned to the PTA president after the event.

Name of Event: _____ Date/Time: _____

(Circle those that apply)

Purpose of Event: Community Building Fundraising Community Outreach Other _____

Volunteers Involved: _____

Donors: _____

Remember to send a thank you to all donors after the event. Notify the treasurer if the donor would like a tax donation receipt.

Expenses: _____

Photo copy receipts and attach to this form. Remember to give a copy of receipts to the treasurer.

What worked well? _____

What changes should be made in the future? _____

How much money did the event make if it was a fundraiser? _____

Were you able to work within the budget allowed for this event? YES NO _____

Other Comments: _____
