



Post Event Evaluation Form

Thank you for chairing a PTA event at Congdon Park. Please return this completed form to the Board of Director you report to for your program. Please fill out this form with as much detail as possible. This will help the PTA Board know how things went, what worked well, and what you feel needs to be improved.

Program/Event Information

Program/Event:

Chair(s):

Date of event/program:

Number of Attendees:

Event Location:

Budget

Budget amount:

Amount spent: \$

Profit or Loss:

Factors resulting in over/under budget (i.e. rainy day made for poor water sales, received one time discount from vendor which resulted in more profit this year, etc.)

Vendors used : Contract required? _ Yes _ No

Volunteers

Number of volunteers you had:

Number of volunteers you needed:

Comments on Volunteers:

Supplies

Supplies/Items Donated:

Supplies/Items Purchased:

Communications

What forms of communications were utilized? Include copies of e-news articles, handouts, flyers, etc:

Suggestions/Ideas/Recommendations for next year:

Please document key information such as the general process (including details on steps to take and "to do" by dates), contact phone numbers and emails etc. It is imperative for the continued success of our programs that we have good historical documentation.

Thank you for chairing this program/event at Congdon Park.

Your hard work and support of our kids, teachers, and PTA are sincerely appreciated!