

# Acacia PTA Post-Event Summary Sheet

In order to assist us with budgeting and other planning for next year, please take a few moments to complete this form upon the completion of your event while the details are still fresh in your head. **Place completed form in the PTA mailbox.** Thank you!!

**Event/Activity:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

## **Timing:**

Date/time period of event: \_\_\_\_\_

Date planning began: \_\_\_\_\_

Date (approx.) post-event wrap up completed: \_\_\_\_\_

Suggestions to improve timing for next year (e.g., Hold at different time of year? Begin planning sooner? Make event shorter? Etc.):

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## **Budget:**

This budget was:     About right     Not enough     Too much

Suggested budget for next year: \$\_\_\_\_\_ net income / expense.

Special factors to consider in determining what the budget for next year should be:

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## **Volunteers:**

# of Volunteers for pre-event prep: \_\_\_\_\_ # of Volunteers at event: \_\_\_\_\_

The amount of volunteers I had was:     About right     Not enough     Too much

**General Suggestions** (ideas for improvements/changes, what worked well, what didn't, etc.):

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*(Please use other side if additional space is needed.)*

Please take a moment to update and/or add any other details to your notebook now while the information is still fresh in your head. Next year's committee chair will thank you!

**THANK YOU FOR YOUR EFFORTS IN SUPPORT OF ACACIA'S PTA!!!**