

## Post Event Summary

Please save as a new document with your event as the title

And return to your Board Liaison One Week Post Event/Board Members send to President Elect

Title of Event:	
Date of Event:	
Location	
Objective / Purpose:	
Target Audience:	
Chairperson:	
PTO Board Volunteers:	
Total Volunteers Needed for Event:	
Budgeted Expenses:	
Actual Expenses:	
Food Required? (Yes/No) Donated / Purchased? If Yes, What?	
Decorations Required? (Yes/No) If Yes, What?	
Supplies / Consumables Required:	
Sign-up Genius Required? Yes/No	
Advertised in Wednesday Notice?(Yes/No) Facebook Page? (Yes/No)	
Layout Created / Communication with staff?(Yes/No) If Yes, please attach layout.	
Additional Notes for Improvement	