

PARSONS PTO

EVENT REPORTING FORM

Event: _____ Event Date: _____

Event Chair: _____ Co-chair: _____

Number of attendees: _____ Number of volunteers: _____

Budget: _____ Actual: _____ Fundraising goal: _____ Actual: _____

Advertising: _____

Expenses: _____

Vendors: _____

Describe the event in terms of timeline, equipment needed, difficulties encountered, etc. _____

Suggestions for improvement: _____

Use the back of this form for additional information. Please attach any materials that might be helpful when planning this event in the future. Return form to PTO President or Vice-President.