

Sunny Hills PTA Post Event Evaluation Form

After you have given your event wrap-up report at the PTA Board meeting, **please return this completed form and your chair folder 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: _____

Did this program align with and meet the PTA's goals? _____

Budget

Budget amount: _____ Amount spent: _____ \$ Profit or Loss: _____

In-Kind Donations: _____

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: _____

Supplies

Supplies/Items Donated (In Kind) _____

Supplies/Items Purchased: _____

Communications

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

Notes/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 for vendors, etc. and upload to the provided thumb drive in your chair folder. It is imperative for the continued success of our programs that we have good historical documentation.