

Willow Grove: Record of Event Form

Please take a few moments to complete this form. The information you provide will help ensure the success of future events.

The "Event Form" and "Record of Event" forms will be emailed to you should you prefer to type your information directly onto these forms. Please email all forms in .docx format to the PTO Co-Presidents and PTO Executive Board Mentor once they are completed (due 2 weeks after the event).

Committee Name: _____

Chairperson(s): _____ Date(s) /
Time: _____

Location: _____

Describe your event in as much detail as possible (set up, supplies needed, materials, posters, advertising, timeline, etc.) if it deviates significantly from the "Event Form."

Please list names and contact information of suppliers, vendors, and entertainers below:

How many hours did you work before the event? Day of the event? Tear down and clean-up?

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How many volunteers did you have? Was that enough?

What was the attendance for the event?

Cash Box: Amount in the cash box to start event? How many bills/coins?

How much profit was made? What were your expenses?

Any budget consideration for next year?