

End-of-the-Year Committee Report

Name of Committee:

Members of the Committee (please include a phone number):

Date(s) of the Committee Program:

Time(s) of the Committee Program:

Location of the Program:

Finances of the Committee (What did it cost to run program/please include your income and expenses):

Who finances this committee (i.e. school, PTO, donations, etc.)?

Number/Group of students/families attended (Let us know who attended this program and how many were in attendance:

Amount of Volunteers Needed (be specific, for example how many do you need for concessions or front door?):

Items purchased/Quantity of each item:

Contact People/Phone Numbers (Include vendors/suppliers, etc.):

Include a brief timeline of events needed to run this committee (i.e. when to contact vendor, when to ask for room availability, when a date for event is decided, when to contact volunteers, etc.)

Brief Summary of Event (Include changes needed to be made for next year):

(attach flyers and/or important forms needed to run the program)