



at Our Lady of Lourdes † Saint Anne



PTA EVENT RECAP

Name of Event:

Date of Event:

Committee Chair(s) & Email:

Was there a Shadow? Yes No If yes, Name(s) & Email:

Number of volunteers: Did you need more or less volunteers? More Less Neither

Were the volunteers returning or new to this event? Returning New Both

How did you recruit the volunteers?

Vendor(s) & Contact Info:

Total Expense for Event: \$

(include personal expenses you incurred and donated)

Total Revenue for Event: \$

Was the predicted revenue accurate? Yes No

Was the budgeted expense accurate? Yes No

If no, was more or less raised? More Less

If no, did you spend more or less? More Less

What expenses did you have?

Process Notes (include lead time needed for successful event, key deliverables etc.):

Checklist (i.e. supplies needed, displays used and where to find them, how to set up, etc.):

Suggestions for next year:

Next steps:

- Complete this form electronically & Save As "Event Name Recap-Year" (i.e. Marathon Recap-2018)
- Copy and paste any emails you sent into a Word document and Save (i.e. request for volunteers, updates, reminders)
- Email the following information/forms to the PTA officers:
 - Completed PTA Event Recap
 - Word document with all email communications sent
 - Flyers/Signs/Email attachments used to promote or inform
 - Copy of the PO
- Bring a copy of your Event Recap to review at the next PTA meeting, or ask someone else to report updates if you are unavailable