**Wood Acres ES PTA Committee/Event Chair Report**

|  |  |
| --- | --- |
| **Committee/Event** |  |
| **Chair Name(s)** |  |
| **Phone** |  |
| **Email** |  |
| **Activity/event Description** |  |
| **Vendors Used***include contact info* |  |
| **Activity/event Date(s)** |  |
| **Planning Timeline Detail***schedule of meetings, admin and vendor contacts, volunteer requests, event marketing, etc.* |

|  |  |
| --- | --- |
| **Date** | **Task** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | [click here and hit tab to add more lines] |

  |
| **Number of Participants** | Students: Parents: SSL Volunteers: Other:  |
| **Budget Details** | PTA Budget: $Final Actual: $Recommended Future Budget: $**Revenue Detail** *ticket sales, sponsorships, etc.*

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Notes** |
|  |  |  |
|  |  |  |
|  |  | [click here and hit tab to add more lines] |

**Expenses Detail**

|  |  |  |
| --- | --- | --- |
| **Item** | **Amount** | **Notes** |
|  |  |  |
|  |  |  |
|  |  | [click here and hit tab to add more lines] |

  |
| **What Worked?** |  |
| **What Did Not Work?** |  |
| **Additional Comments, Notes, and Suggestions for Future Chairs** |  |