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

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| **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** |  |