

Manoa Elementary P.T.O.
End of Event Report

In an effort to avoid reinventing the wheel each year, we'd like to keep a record of the great, the good, the bad, and the ugly from all our events and efforts going forward. At the conclusion of your event, please complete this evaluation. Thank you!

1. Event Basics

Name of Event: _____ Date & Time: _____ Location: _____

Chair people: _____

How many volunteers did you have? _____ How many did you need? _____

Please list all volunteers and their job functions.

Anything about when/where that was particularly good or troublesome?

2. Communications

What tactics did you use to promote this event (flyers, email, Facebook, website, etc)? Please attach copies of your communications. What did and did not work well?

What was your timing on communications? Was it too early or too late? Any lessons learned for next year?

3. Event Execution

How was participation/attendance? (Be specific if possible).

Key steps before event:

Key steps during event:

Keys steps after event:

4. Overall Feedback

Other successes and "gotchas" for this event—anything else you'd do differently? Anything that worked particularly well?

Any feedback from staff, administrators, or families?

Should we run this event again next year? _____

Do you want to chair this again next year? _____

TOTAL EXPENSES:	\$	
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Manoa Elementary P.T.O.
Facilities Work Requested

Name of Event: _____

Committee Head: _____ Contact Info.: _____

Equipment Requested (Check items needed and write in quantity needed):

Tables [] Chairs []

AV Cords [] Projection Screens []

Trash Cans [] Extension Cords []

School Laptops (Near electrical outlets) Kitchen [List specific items below]:

Projectors [] _____

Event Location within School grounds: (List all rooms/areas in school intended for Event use):

(*Please keep in mind that Extended Day uses Cafeteria...from....)

Include drawing of equipment/room layout here and/or notes for the custodians. (Use back for add'l space).

Please fill out Event Setup Form at least one week prior to your Event and submit to the PTO president. President will deliver form to the appropriate school staff depending on Event needs.