

HCE PTA EVENT EVALUATION FORM

Event _____ Date of Event _____

Form completed by _____ Committee _____

Planning

Did you hold a planning meeting with your committee volunteers? Yes No

How did you "advertise" it?

What time of day and where did you have the meeting?

How many people showed up for the planning meeting?.....

Did you form "sub-committees" at this meeting? Yes No

If yes, specifically what sub-committees did you form?

Budget

Budgeted Expense Amt. Actual Expense

Budgeted Income Amt..... Actual Income.....

Did you need a cash box? Yes No If so, how many? Did you have the right amount of cash? Yes No

If not, what amount did you need? *Please be specific*.....

What did you charge for admission?..... Was this the right amount? Yes No

If not, what amount should have been charged? *Please be specific*.....

Breakdown of spending/costs (food, prizes, signage, paper products, etc.):

| Expense | Amount |
|---------|--------|
| | |
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| | |
| | |
| | |

| Expense | Amount |
|---------|--------|
| | |
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Were you able to get anything donated? If yes, what and by whom? Please provide contact information:

| Item(s) Donated | By Whom? |
|-----------------|----------|
| | |
| | |
| | |
| | |

Remarks for next year's budget:

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Volunteers

Total # of Volunteers used for this event: Was this enough? Yes No

Please describe how you used your volunteers or attach a copy of your volunteer schedule:

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Remarks for next year: (Shift length, number, recruitment).....

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Vendors

Please list all vendors you used for your event, for what you used them, and whether you would recommend using them again (check yes or no):

| Vendor Name | For what? | Yes | No |
|-------------|-----------|-----|----|
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| | | | |

The Event

Description of Event:

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Event Attendance: Expected..... Actual.....

What made the event go smoothly?

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What could be improved for next year?

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.....

Other Information

Would you recommend that the PTA plan this event again next year? Yes No

Other comments not included above:

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