

End-of-Event Committee Checklist

Randall Carter PTO

Committee: _____ Date of Event: _____

Chairperson: _____ Returning Next Year? _____

Contact Number: _____ Email: _____

Co-Chair: _____ Returning Next Year? _____

Contact Number: _____ Email: _____

This folder contains information that next year's chairperson should find helpful.

I have enclosed the following (check all that apply):

- Copies of all flyers—hard copy and electronic
- Vendors used—names, phone, email, website, contracts
(on reverse)
- Budget and actual costs—including copies of receipts
(Committee Budget Report)
- Photographs—including setup and photos during the event
- Planning issues—What was hardest about planning this event, pitfalls to avoid, etc.
(Committee Summary Report)
- Number of volunteers needed
(Committee Summary Report)
- Suggestions for next year's chairperson and tips for success
(Committee Summary Report)
- Other information—press clippings, catalogs, etc.

The most important advice I pass along is:

Please keep a copy of this report in your committee binder prior to turning it in at the end of the year. Thanks!