PIONEER PTA
EVENT WRAP-UP FORM

EVENT NAME

CHAIRPERSON NAME

CONTACT/MESSAGE PH. ___-____ EMAIL ADDRESS (required)

CHAIRPERSON NAME

CONTACT/MESSAGE PH. ___-____ EMAIL ADDRESS (required)

EVENT DATES AND LOCATIONS

START: __/__/____ END: __/__/____ LOCATION:

If this is an ongoing event or one with multiple dates/locations enter that information here: _____

ESTIMATE OF VOLUNTEERS AND TIME

BEFORE THE EVENT:	No. of Volunteers:		No. of Hours:	
DURING THE EVENT:	No. of Volunteers:		No. of Hours:	
AFTER THE EVENT:	No. of Volunteers:		No. of Hours:	

BUDGET

AMOUNT PLANNED: $

AMOUNT SPENT: $

INCLUDE ELECTRONIC ATTACHMENTS OF THE FOLLOWING INFORMATION:

- Initial contact lists with phone numbers and email addresses
- Final volunteer list with phone numbers and email addresses
- Materials list, including purchased, donated and borrowed items with respective costs and contact information for the donated and borrowed items
- Volunteer schedule information including before, during and after event
- Detailed explanation of the event to include initial and final goals, event description, what went well/not so well and suggestions for improvement
- Be sure to thank all of the volunteers, support resources, donors, etc.; when possible write thank you notes but an email/electronic "thank you" works too!