

# POST PTO EVENT FORM

(To be completed by Chairperson(s). Please return to the GFS/JWL PTO box.)

## THANK YOU FOR CHAIRING THIS EVENT! YOUR HARD WORK IS GREATLY APPRECIATED!

Now that the event is over, please provide us with your feedback.  
This will help us improve our system and provide ideas to future chairpersons.

Committee Chairperson(s): \_\_\_\_\_

PH Number/Email: \_\_\_\_\_

Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Length: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairperson hours volunteered: \_\_\_\_\_ Number of volunteers: \_\_\_\_\_

Total Budget: \_\_\_\_\_ Amount Spent: \_\_\_\_\_

If this event had a budget, was it sufficient: \_\_\_\_\_

If not, what would you recommend as a budget for this event in the future? \_\_\_\_\_

Fundraiser? YES NO \$Goal: \_\_\_\_\_ Actual \$ Raised: \_\_\_\_\_

Are you interested in chairing this event again in the future? \_\_\_\_\_

If not, could you think of someone who would be interested? \_\_\_\_\_

Any comments or suggestions?