End-of-Event Checklist

Webster Elementary PTO

Event/Committee:	Year:
Coordinator:	Contact Number: ( ) -
Co-Coordinator:	Contact Number: ( ) -

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

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

- ☐ Copy of all flyers – hard copy & computer files
- ☐ Vendors used
- ☐ Budget and actual cost
- ☐ Photographs
- ☐ Planning issues
- ☐ Number of volunteers needed
- ☐ Suggestions for next year's coordinator
- ☐ Timeline for planning & executing event

The most important advice I pass along is:

Thank you so much for making Webster great!

Please keep a copy of this report in your event/committee files and send a copy to the PTO vice president.

Thank you!!