

Pacific Cascade Middle PTSA

Program/Event Evaluation

Thank you for chairing this Pacific Cascade Middle PTSA event. Please fill this form out as completely as possible. This will help the PTSA know how your event/program went, what worked well and what needs to be improved on next time.

Committee/Event: _____

Chair (s): _____

Date of event/program: _____

Number of Attendees: _____

Budget

Budget amount: _____ Amount spent: _____

\$ Profit or Loss: _____

Ticket cost: _____ # of Tickets sold: _____

Percentage of Tickets sold prior to deadline: _____

Percentage of Tickets sold after deadline: _____

Vendors used: _____

Volunteers

Number of Volunteers: _____

How many shifts: _____ How many needed at each shift: _____

Supplies:

Supplies Donated: _____

Supplies Purchased: _____

Communications:

Include copies of enews, handouts, flyers, etc.

Timeline/Calendar:

Please attach a timeline leading up to and including the event (i.e. 2 weeks prior to event sent e-news).

Suggestions/Ideas/Recommendations for next year's committee:

Are you willing to chair this committee again? _____ Yes _____ No

Please be as specific as possible and include copies of minutes, flyers, newsletter articles and any other documentation you feel would be helpful. Thank you for supporting our kids, teachers and PTSA!