**Committee Name / School Year**

**Year-End Report**

Enatai PTSA

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| Chairperson: | |
| Phone: | Email: |
| Cochair: | |
| Phone: | 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, invoices)  Budget and actual costs, including copies of  receipts  Photographs, including setup and photos during  the event  Planning info (what was hardest about planning  this event, pitfalls to avoid, volunteers needed, etc.)  Suggestions for next year’s chairperson and tips  for success  Other information (press clippings, catalogs, etc.) | The most important advice I pass along is: |
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| Attach this form to a folder and save it with your electronic files along with other key information from your committee. Thank you for your help! | |