

**SIGNAL HILL PTA**  
[www.signalhillschoolpta.org](http://www.signalhillschoolpta.org)  
**HISTORIAN REPORT**

**\*REQUIRED OF CHAIRPERSON FROM EVERY PTA EVENT\***

- Please fill out all information, including all details that are helpful for whoever takes over your event in the future. Type additional notes at the end if needed.
- Please return completed form within one week of event end date.
- **MUST BE COMPLETED AND RETURNED VIA EMAIL NOT PAPER COPY**
- **INCLUDE ALL FORMS/FLYERS YOU SENT OUT FOR EVENT**
- **PDF files are preferred. Please note that Flyers/Forms used should also be sent over as a WORD DOC or PUBLISHER format.**

*Contact PTA Historian if you have any questions.*

1.	<b>Name of Committee/Event:</b>
2.	<b>Date of Event:</b>
3.	<b>Event Location:</b>
4.	<b>Committee/Event Description:</b>
5.	<b>Committee Chairperson Name/Phone Number:</b>
6.	<b>Budget Amount:</b>
7.	<b>Expenses (be specific: list items, price, quantity, where purchased):</b>
8.	<b>Specific Catering Facilities and Contact Names/Numbers:</b>

9.	<b>Request for Building Use form needed?</b> <b>(If Yes, please forward a copy to PTA Historian labeled with event name)</b>
10.	<b>Permit to Use Outside Grounds needed?</b> <b>(if Yes, please forward a copy to PTA Historian labeled with event name)</b>
11.	<b>Tax Exempt form needed?</b>
12.	<b>Cash Box needed? If so, how many?</b>
13.	<b>How many volunteers needed/in what capacity?</b>
14.	<b>How many adults attended? How many children attended?</b>
15.	<b>Cost of event:</b>
16.	<b>Raffles sold? Cost of raffles?</b>
17.	<b>Any other items sold? Please list and include cost.</b>
18.	<b>Schedule needed? If so, please explains:</b>
19.	<b>List of supplies (paper goods, utensils, etc.):</b>

20.	<p><b>List any other people or facilities needed (librarian, custodian, kitchen help, etc.):</b></p>
21.	<p><b>List any thank you notes or “Certificate of Appreciation” sent, as well as names and addresses:</b></p>
22.	<p><b>List any other helpful information:</b>  <i>(Please attempt to address the following questions.)</i>  <b>What worked?</b>  <b>What didn't work?</b>  <b>What improvements could be made for next year?</b></p>
<input type="checkbox"/>	<p><b><i>I have submitted forms and flyers along with this Historian report to the Historian.</i></b></p>
<input type="checkbox"/>	<p><b><i>I have submitted a copy of the Chairperson Committee Assignment form along with this Historian report.</i></b></p>
<input type="checkbox"/>	<p><b><i>I have submitted the Chairperson Committee Assignment form to the PTA President. Leave in PTA Drawer ATTN: PTA President</i></b></p>

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_