

HISTORIAN REPORT

REQUIRED OF CHAIRPERSON FROM EVERY PTA EVENT

**** ALSO EMAIL HISTORIAN ALL FORMS/FLYERS YOU SENT OUT FOR EVENT****

Please fill out all information, including all details that are helpful for whomever takes over your event in the future. **Type additional notes at end if needed.**

Please return completed form within one week of event end date.

MUST BE COMPLETED AND RETURNED VIA EMAIL NOT PAPER COPY

Contact PTA Historian if you have any questions.

1. Name of Committee/Event:

2. Date of Event:

3. Event Location:

4. Committee/Event Description:

5. Committee Chairperson Name/Phone Number:

6. Budget Amount:

7. Expenses (be specific-list price, quantity, where purchased, all items):

8. Specific Catering Facilities and Contact Names/Numbers:

9. Request for Building Use form needed?
(if yes, please forward a copy to PTA Historian labeled with event name)

10. Permit to Use Outside Grounds needed?
(if yes, please forward a copy to PTA Historian labeled with event name)

11. Tax Exempt form needed?

12. Cash Box needed? If so, how many?

13. How many volunteers needed/in what capacity?

14. How many adults attended? How many children attended?

15. Cost of event:

16. Raffles sold? Cost of raffles?

17. Any other items sold? Please list and include cost.

18. Schedule needed? If so, please explain:

19. List of supplies (paper goods, utensils, warming oven, heat lamps, etc.):

20. List any other people or facilities needed (librarian, custodian, kitchen help, etc.)

21. List any thank you notes or "Certificate of Appreciation" sent, as well as names, and addresses:

22. Any other helpful information: