

McCarty PTA
Event Summary



Event and Event Date/Time:

Chair/Co-Chairs: _____

Phone and Email: _____

Budget: _____

How much time was spent planning and executing this event? (Please include breakdowns for all time used for planning meetings, phone calls, paperwork, shopping, crafting etc).

What worked well? Why? Add any suggestions you may have also.

What did not work well? Why not? Add any suggestions you may have also.

Was the budgeted amount sufficient? Please explain.
