**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! |