

# Sherman Oaks CES PTSA Committee Report - Post Event

Event Name: \_\_\_\_\_

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

Location: \_\_\_\_\_

Committee: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Presented in cooperation with (list group, agency, or organization) \_\_\_\_\_

Goals *(Circle one)*    Fundraising          Enrichment          Awareness          Community Building

Details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Was the Insurance and Loss Prevention Guide reviewed prior to event?          YES / NO

Money to be used for: \_\_\_\_\_

## FINANCIAL DETAILS: REVENUE/EXPENSES

**Proposed budgeted income**          \$ \_\_\_\_\_          **Actual Income** \_\_\_\_\_  
**Proposed budgeted expenses**      \$ \_\_\_\_\_          **Actual Expense** \_\_\_\_\_  
**Net** \_\_\_\_\_

*\*For more details or line items, attach additional information or spreadsheet(s).*

**Recommendations**          \_\_\_\_ **Do again**    \_\_\_\_ **Do NOT do again**    \_\_\_\_ **Do again, but modify**

*(Explain in notes section on next page)*

Other Needs	Actual	Recommended For Next Year	Already Secured
Number of Custodians Needed			
Number Volunteers <i>(Please include schedule if available.)</i>			
<i>Before</i>			
<i>During</i>			
<i>After</i>			

Startup Money Needed? Yes/No \_\_\_\_\_  
*(If yes, a Cash Box Request form needs to be completed. Give Treasurer minimum 1 week notice.)*

Google Sign-Up Form Needed? Yes/No \_\_\_\_\_

Transportation Needed? Yes/No \_\_\_\_\_

Special Contacts Yes/No \_\_\_\_\_

Special Equipment Yes/No \_\_\_\_\_

Money at Event Yes/No ***(If yes, please notify your Board liaison)***

**PUBLICITY SUPPORT** *(Approval for all communications needed. We reserve the right to edit. Give plenty notice.)*

\_\_\_\_\_ Schoology \_\_\_\_\_ PTSA Website  
 \_\_\_\_\_ Outdoor Bulletin Board \_\_\_\_\_ PTSA Social Media  
 \_\_\_\_\_ Other

**NOTES** *(Please explain in detail.)*

Anything not covered. Thoughts for next year. Anticipated changes affecting next year's committee.

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**GREEN REMINDER**

Whenever possible, please consider the environment in your committee planning:

- \*Check PTSA Closet for items to use
- \*Provide recycling opportunities
- \*Use electronic promotions
- \*Buy in bulk, consider repackaging