

Mariemont PTA Activity & Event Evaluation

1. Event Name:

2. Date:

2a. Location:

3. Purpose: Community

Fundraiser

Other

4. Description:

5. Attendance: (#)

More than expected?

Fewer?

6. Budget

a. Expenses: PTA budgeted:

Actual:

b. Revenues: PTA budgeted:

Actual:

c. Donations:

7. Volunteer Hours:

a. Chairperson:

b. Event preparation: Advance:

Day of event:

c. During event:

d. Post-event:

e. Specific jobs/responsibilities:

f. Names of volunteers to contact next time:

8. Special equipment needed:

9. Tasks and jobs / Time Line (indicate # of weeks/days before event)