Stillwater PTSA Council Event Evaluation & Notes

**1. Event/Volunteer Effort Basics**

Name of Event:

Day of Week/Date/Time:

Location:

Fee to attend, if any:

Chairpersons:

What was overall attendance, versus expectations?

**2. Communications**

How did you promote this event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was your timing?

Any suggestions for next year?

**3. Effort**

How Many Volunteers Did You Have? \_ \_How Many Vols Did You Need?

Key Steps Before Event:

Key Steps During Event:

Key Steps After Event:

**4. Budget**

|  |  |  |
| --- | --- | --- |
| ***Item*** | ***Source*** | ***Cost*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 *Expense Total $*

 *Variance (Income Minus Expenses) Amount $*

 **5. Overall Feedback and Comments**

What was a success?

Were there any surprises? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you do differently?

What worked particularly well?

Did you have enough help? Too much?

Any feedback from Staff or Families?

Should PTSA participate in this event again?

**6. Volunteer List**

Please list all volunteers who helped in any way. If available, also list what they did (function).