**Event Summary**

We are trying to keep a log of our PTA events and how they are executed. This way we can improve, reduce costs, and deliver a more “well oiled” event to our Ben Franklin families. As well as providing an outline for any upcoming committee chairs so they can experience success without starting from scratch.

The items listed below are areas we feel are important to address. Please add any additional details you consider important to the success of the event. In addition any changes you believe should be made to better the experience is helpful as well.

**Summary Items:**

1. Attendance- Did you presell tickets? At the door purchase? Price differences?
2. Food-What provided? Amounts? Leftover quantity? Where did you purchase?
3. Entertainment-What was provided? From where? Cost breakdown?
4. Gifts/goodie bags- Quantity purchased? Where purchased? Leftover amounts?
5. Set up/tear down details
6. Volunteers? How many? Where needed?

Thank you for taking the time to write up a summary, and for volunteering your time to a committee. Your efforts are appreciated.