

KBES PTA Event Completion Form

In an effort to avoid reinventing the wheel each year, we'd like to keep good records of the great, the good, the bad and even the ugly from all of our events. At the conclusion of your event, please follow the below instructions to complete the form.

1. Click on file, then click make a copy. This will prevent anyone from writing in the original form.
2. Once you have a copy, rename it as your event. For example, Fitness Walk 2023.
3. Then start typing! The text will wrap even if the space looks small.
4. Once you are done, please send the form to the PTA president at kbesptapres@gmail.com and PTA vice president at kbesptavp@gmail.com. Please include any flyers you used for the event in the email.

Event Information:

Event name:

Date/Time:

Rooms/Areas used:

Chair/Co-chair(s):

Communication:

How did you promote the event (newsletter, flyers, posters, website, etc)? What did or did not work well?

How was the timing of your communications? (Too early, too late, just right)

What would you do differently next year?

Event Details:

How many people attended the event?

How many volunteers did you have....set up? during? Clean-up?

Was the number of volunteers adequate? If no, what would need to be changed for next time?

What was your budget? Was the amount adequate? If no, how much would be more appropriate and why?

Please describe the event in detail:

Please list the vendors you used and their contact information:

Please list any items you needed to purchase for the event and the cost:

Overall feedback:

What worked? What didn't? What would you change for next year?it worked well

If someone else was to run this event next year, what is one piece of advice you would give them?

Additional comments/questions:

Thank you for your time running this event and completing this paperwork. We appreciate you!