

PTA Event Debrief

Thank you for all your hard work on this event! Imagine how much easier it will be next year (for you or your successor) if we have some kind of record of all that you did as you prepared for this event. Thanks for taking some time to create this institutional knowledge!

Event title:	
Event type:	Annual / One-time
Date:	
Location:	
Rough estimate of # of attendees:	
Expenses:	
Revenue:	

Please attach to this form any vendor contact information, marketing materials, or other materials created. Please keep a copy in the binder for your role (if there is one) and give one to the PTA President for the overall binder.

To be completed during the PTA meeting following your event:

What did we hear from attendees?
What did we do well?
What could we have improved?
What could vendors have improved?
Additional ideas / suggestions?