

Carderock Springs Elementary School PTA

7401 Persimmon Tree Lane, Bethesda, MD 20817 301/469-1034

Please complete the form as it applies to your event/committee. You may attach additional sheets as necessary.

Event/Committee Title: _____

Date Event Occurred : _____

Chairs/Committee Members: _____

Volunteers: How many needed/duties:

Location: _____

Brief Description of Event: _____

Budget \$ _____ Actual Expenses \$ _____ Variance \$ _____
Donated \$ _____

Explanation of any Variance over/under
\$50: _____

Vendors (phone numbers): _____

Costs (include suppliers and
amount): _____

Set up and break down instructions: _____

What worked well: _____

What didn't work well: _____

Planning timeline: _____

Suggestions, ideas, changes for future events: _____

Please attach any other information that might be useful, (flyers, newsletter copy, contacts, etc.)
Please send the completed forms to the PTA President c/o the school.

Thank you,
The PTA Executive Board