

COMMITTEE SUMMARY REPORT

Directions: Open this editable form at the Committee page on www.tackanpta.com . Complete form upon completion of your event. Print a copy and insert it into the Committee Binder or Folder.

Committee Name:	
Chairperson's Name	
Date(s) of Event/Activity	
Event Type	<input type="checkbox"/> FUNDRAISER <input type="checkbox"/> EVENT <input type="checkbox"/> OTHER
For NON-Fundraisers	Budget Allocated _____ Budget Spent \$ _____ Suggestions for next year's budget?
For Fundraisers	Revenue Expectation _____ Less Expenses \$ _____ Actual Profit \$ _____ Suggestions for next year's budget?
Attendance	_____ Children Preregistered _____ Adults Preregistered _____ Walk In Children _____ Walk In Adults Total in Attendance _____
Admission Charged	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount Charged \$ _____ Notes on admission:

EVENT/FUNDRAISER DESCRIPTION

Where was event held? <input type="checkbox"/> Gym <input type="checkbox"/> Café <input type="checkbox"/> Library <input type="checkbox"/> Field <input type="checkbox"/> Other _____	
Notes on Location:	

VENDOR INFORMATION (Add additional vendors on the back of this form)

VENDOR	
SERVICE PROVIDED	
ADDRESS/PHONE	
SERVICES PROVIDED	
COMMENTS	
RECOMMEND?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	

VENDOR INFORMATION

VENDOR
SERVICE PROVIDED
ADDRESS/PHONE
SERVICES PROVIDED
COMMENTS
RECOMMEND?
<input type="checkbox"/> YES <input type="checkbox"/> NO

VENDOR
SERVICE PROVIDED
ADDRESS/PHONE
SERVICES PROVIDED
COMMENTS
RECOMMEND?
<input type="checkbox"/> YES <input type="checkbox"/> NO

EXPENSE BREAKDOWN

(List all the items purchased and the cost of each item)

Item	Cost

Total Expenses \$ _____

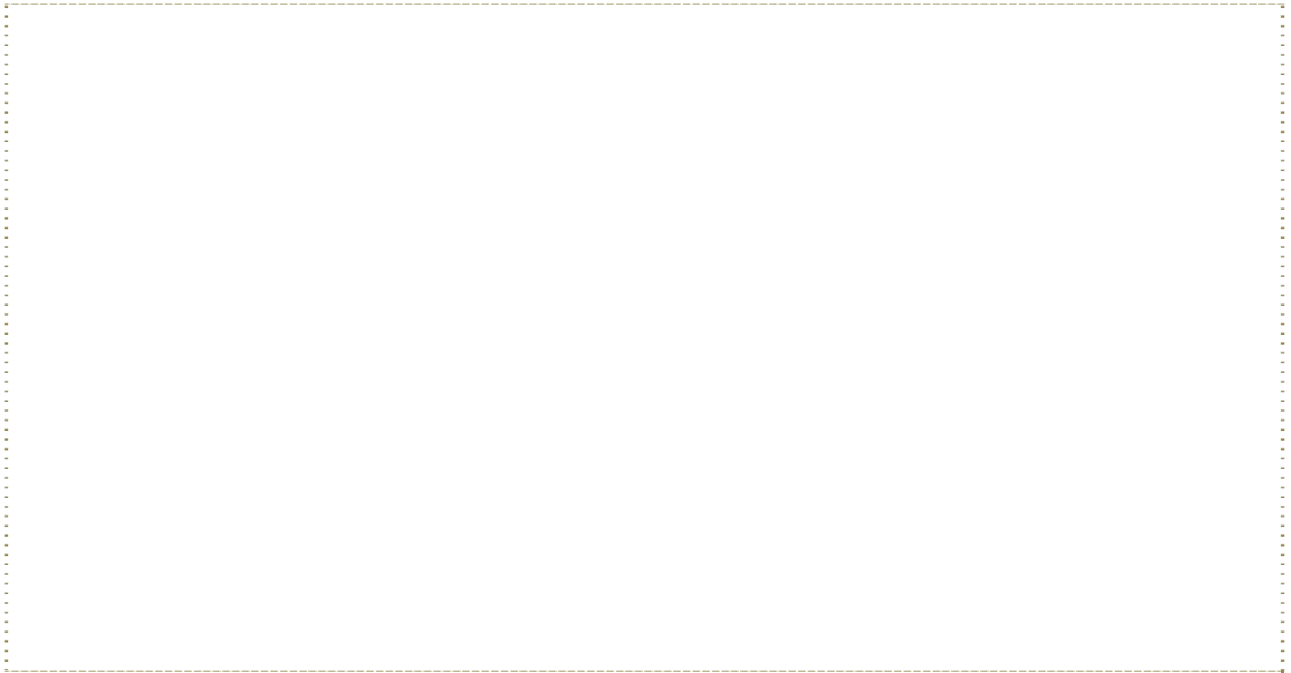
PROFIT BREAKDOWN

(List all the items/stations that generated revenue and how much each station generated:
50/50, Hospitality Table, etc.)

Station	Revenue Generated

Total Profit other than Admission \$ _____

General Notes on What worked and what didn't:

A large, empty rectangular box with a dashed border, intended for notes. The box is positioned in the upper half of the page and is currently blank.