

Committee Chair Event/Program Wrap-Up

The information you provide here will prove very helpful to the next chair of this event. So please be thorough and complete (although some questions will likely not apply). Feel free to use extra pages as necessary. Thank you for your help!

Event/Program Name: _____ Year: _____

Day/Date/Time of the Event/Program: _____

Location: _____

Description of Event/Program:

Budget: _____

Total spent: _____

Total earned (if applicable): _____

Summary of Expenses-including vendor name, amount, & description of items. (Copies of receipts will suffice if they are clear.)

Please describe your communications plan. Attach copies of distributions with dates sent.

Please describe your plan including copy used and dates sent if possible. Please include the number of vols, arrival time, and departure time, brief description of duties.

How many attendees/participants were at the Event/Program (approx. is OK): _____

Was the budget adequate for the event? Too much? Too little? Please explain:

Were the # of supplies purchased for the event adequate? Too few? Too many? Please explain:

Did the location & day/date/time work well? If not, please explain?

Did the communications plan work well? If not, please explain?

Did the volunteer plan work well? If not, please explain?

Is there anything you wished you would've known in hindsight that would have helped with the event?

Once this form is completed, please email to President along with:

- Photos/scans of receipts
- Communications copy that was sent out (copy and paste to bottom of this form is fine)
- Volunteer solicitation copy that was sent out (copy and paste to bottom of this form is fine)