



# West Bay PTO Project Committee Report

Project Name/Location: \_\_\_\_\_

Project Date: \_\_\_\_\_

Estimated/Actual Attendance: \_\_\_\_\_

Net Profit: \_\_\_\_\_

Total Income: \_\_\_\_\_

Total Expense: \_\_\_\_\_

<b>Names of Committee Chair and Members:</b>	
Chair: _____	Member: _____
Co-Chair: _____	Member: _____
Member: _____	Member: _____

Planning Timeframe: Start Date _____	End Date _____
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**Volunteer Needs** - number and responsibility (If Sign-up Genius was used, attach a copy for reference):  
 \_\_\_\_\_  
 \_\_\_\_\_

**Supplies Purchased:**

Vendor	Item	Amount

**Vendors** (Contact Names and Numbers):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Promotion:</b> Were flyers distributed? _____	If yes, how many? _____
Were flyers included in Friday folders? _____	If no, how were they distributed? _____
Did you send out via PTO email? _____	Did you post to Facebook? _____

Other important notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post event analysis - lessons learned/what would you do differently: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please attached any example of printed materials, email communication, flyers, etc.