

Ward Elementary PTA

Post Event Details

Event Name:

Committee Chairs:

Date of Event:

Expenses:

Net Profit:

Have receipts been submitted Yes or No?

Receipts due 7-14 days after event.

What worked?

What didn't work?

Key volunteers:

What would you do differently next time?

Submit by Email to: wardptapresident@gmail.com

Please email or attach* sign in sheet with this document.

**Note: you can take a picture of sign in sheet.*