

Final Committee Report Form

Committee Name:

Committee Chair(s):

Event Date(s) and Locations:

Please provide a detailed description of the tasks/jobs of the chairperson(s) and indicate the timeframe required for each task:

Is a vendor contract needed? If yes, when does the contract need to be finalized? Please provide the names and contact numbers of the vendors.

How much money was spent or raised by your committee? Please attach copies of invoices/receipts or list expenses or money earned.

Please describe the committee members' responsibilities. How many committee members were used and in what capacity? What was the time commitment for committee volunteers? Explain how the responsibilities were divided.

Comments/Advice/Suggestions for Future:

This form is to be submitted to your PTO Liaison within 45 days of your event or after the committee's responsibilities have been completed. Please submit the following items along with this form:

- **Copies of flyers, NewsBytes announcements, signs, etc.**
- **Copies of invoices, contracts, etc.**