



Forest Elementary PTA Event Report

Please complete this form following an event and place it in the PTA mailbox. Thank you.

Event:

Date and time: _____ Location: _____

Chairperson: _____ Phone: _____

Number attended: _____ Amount charges per person: \$ _____

Profit/loss for this even: \$ _____

Comments on the event:

Suggestions for next year:

Volunteer Names:

Were volunteers thanked? _____ Yes _____ No