



# Harmony Elementary PTA Event/Fundraiser Recap Report

This report is intended to give an overview of the event/fundraiser you planned.

**Please complete this report and send to Jessy Maggard at [jmaggard81@gmail.com](mailto:jmaggard81@gmail.com)**

**within 7 days of the close of your event/fundraiser.** Thank you for your commitment and time while volunteering to plan and see this event/fundraiser through!

Name & Brief Description of Event/Fundraiser/Other: \_\_\_\_\_

Date & Time Event/Fundraiser was held: \_\_\_\_\_

Place Event/Fundraiser was held: \_\_\_\_\_

Amount Budgeted for this Event/Fundraiser, if applicable: \_\_\_\_\_

Amount Raised at this Event/Fundraiser, if applicable: \_\_\_\_\_

Suggested Future Budget Amount: \_\_\_\_\_ If a different amount than this year, please explain why the suggested change. \_\_\_\_\_

Did you have games, crafts, prizes, etc. at this event? ☐ YES ☐ NO

If yes, please briefly explain? \_\_\_\_\_

Did you have vendors such as food trucks, face painters, etc at this event? ☐ YES ☐ NO

If yes, who? Please provide their contact information here or attach to this sheet.

Did you have enough volunteers to help your event/fundraiser smoothly? ☐ YES ☐ NO

If no, how many would you suggest for next time? \_\_\_\_\_

What recommendations would you give to the committee chair for next year regarding this event?

If you have photos that would demonstrate set up, crafts, decorations, etc. please send those along with your final report.

Can you be contacted in the future (likely next year) with other questions? ☐ YES ☐ NO

If yes, please provide your contact information here: \_\_\_\_\_