

HISTORIAN REPORT

Print out then complete by hand

REQUIRED OF CHAIRPERSON FROM EVERY PTA EVENT

Please fill out all information, including all details that are helpful for whomever takes over your event in the future. Use additional paper if needed.

Please return completed form within two weeks of event end date.
Contact PTA Historian if you have any questions.

1. Name of Committee/Event: _____
2. Date of Event: _____
3. Event Location: _____
4. Committee/Event Description: _____

5. Committee Chairperson Name/Phone Number: _____
6. Budget Amount: _____
7. Expenses (be specific-list price, quantity, where purchased, all items): _____

8. Specific Catering Facilities and Contact names/numbers: _____

9. Request for Building Use form needed? _____
(if yes, please forward a copy to PTA Historian labeled with event name)
10. Permit to Use Outside Grounds needed? _____
(if yes, please forward a copy to PTA Historian labeled with event name)
11. Tax Exempt form needed? _____
12. Cash Box needed? _____ If so, how many? _____
13. How many volunteers needed/in what capacity? _____

14. How many adults attended? _____

15. How many children attended? _____

16. Cost of event: _____

17. Raffles sold? _____ Cost? _____

18. Any other items sold? _____

Please list and include cost: _____

19: Schedule needed? _____

If so, please explain: _____

20. List of supplies (paper goods, utensils, warming oven, heat lamps, etc.): _____

21. List any other people or facilities needed (librarian, custodian, kitchen help, etc.) _____

22. List any thank you notes or "Certificate of Appreciation" needed, as well as names, and addresses: _____

23. Any other helpful information: _____
