

Forest Road PTO Event Report

Name and Date of Activity: _____ Budget: _____

Chairperson(s): _____

Timeline of Duties:

Before: _____

During: _____

After: _____

How Many Volunteers were Needed? _____

What were the volunteers' designated Jobs? _____

Ideas for Next Year: _____

Expenditures: _____

Donations: _____

Admission Charged: _____ Total Amount Collected from Admission: _____

Please attach:

- Copies of flyers or any additional helpful information for the following year's event
- Building Usage Form