

ST. JAMES EPISCOPAL DAY SCHOOL
PARENTS GUILD EVENT/ACTIVITY CHAIR REPORT FORM

Event/Activity Name:

Event Chair(s):

Committee Members:

Date of Event/Activity:

Time Held:

Event/Activity Location:

Event Planning Form/Completion Date:

Campus Security Needed:

Event/Activity Budget:

Timeline for Planning Event/Activity: (ie: date pre-planning began)

Invitations, Emails, SJEDS Newsletter/Website Notices: (ie: # & date sent, backpack mail notices)

EVENT DETAILS:

General Description of Event/Activity:

Room Requirements/Diagrams: (ie: tables, chairs, etc)

Set-Up Time Needed:

Decorations/Flowers:

Food:

Beverages:

Other: (ie: paper goods, gifts, etc)

Actual Expenses:

Recommendations/Suggestions for Next Year:

IMPORTANT REMINDER: Event Chair **MUST** obtain approval from PG Board if expenditures exceed allotted budget, otherwise Event Chair will be responsible for any over expenditures!!

Upon report submission, Parents Guild President will receive completed report. Thank You!