

Penn Valley Event Follow-Up Form

Event Name:

Date/Time/Location:

Committee Chair (s) Name, Email and Phone Number:

PLANNING INFORMATION:

Date that planning began:

Number of volunteers required:

Teacher Involvement(Y/N, explain if yes):

ACTUAL EVENT:

Number of volunteers required:

Number of children and adults who attended:

Expenses (itemized):

Revenue:

Food/Supply List:

Vendor Information:

Recommendations for next year:

Please attach all relevant flyers/articles/invoices.