**Lakewood Creek Elementary**

**Event Summary**

**School Year:**

**Event:**

**Committee:**

**Chair:**

**Co-Chair:**

**Committee/Volunteers:**

**# Committee members involved**

**# Volunteers (outside committee help):**

**Description of volunteers needed & duties:**

**Committee Chair responsibility:**

**Was the number of volunteers sufficient:**

**Finances:**

**Event budget:**

**Total spent:**

**Total $ reimbursed:**

**Cash box requested?**

**Total profit/loss:**

**Supplies:**

**Please list supplies/materials needed for event and where they are stored.**

**Contacts & Vendors:**

**Communication:**

**Purchase Summary:**

**Summary:**

**How it worked (before/during/after event)**:

**What changes would you recommend?**