

RHSA PARTS Event Recap Form

EVENT / PROJECT:		DATE:	
CHAIR/PROJECT LEADER:		EMAIL or PHONE:	
COMMITTEE CONSENSUS - was it profitable and worth doing again?			
WHAT PROMOTION WAS DONE? <input type="checkbox"/> SchoolLoop <input type="checkbox"/> Tele-Parent <input type="checkbox"/> Sign at event <input type="checkbox"/> Flyers <input type="checkbox"/> Press Other (describe):			
WHAT WAS SOLD or SOURCE OF REVENUE?			
EXPENSES		REVENUES	
Description of Purchase	Amount	Categories of Sales	Amount
Total Expenses:		Total Revenues:	
Net Profit or (Loss): \$			

What worked well? _____

What did we learn that would improve next year's event? _____

Other comments or suggestions? _____

Use back of form for additional comments, if needed. Attach flyer, Event Checklist, or anything helpful for future use.