



CHMS PTO Committee Report

Thank you for chairing a CHMS PTO committee! We want to pass on the secrets of your success to future committee chairs. Please complete the report below and include copies of all invoices and contracts, flyers, text and email blasts, CHMS announcements, and banner templates. Please email the report to your PTO Liaison one month after your event. We have a Google Docs website to store all committee reports. Thank you again!

Committee Name:

Event Date(s) and Location(s):

Committee Chair(s) Contact Info (name, phone, email):

Event/Vendor Contacts (name, phone, email, address, account user names/passwords):

Timeline (detailed description of tasks the chairperson(s) perform with timeframe):

Day of Event Details - setup, handouts, food, attendance:

Volunteers - # volunteers used, responsibilities/shifts:

Budget - expenses & income records:

Comments/Suggestions for Future:

Please attach copies:

- Invoices and contracts
- Flyers
- Text and email blasts
- CHMS announcements
- Banner templates