

# Meadow Brook PTA Activity/Event Summary Form

Name of Event/Activity:

Date of Event/Activity:

Location of Event/Activity:

Chair:

Phone Number:

E-mail Address:

Co-Chair:

Phone Number:

E-mail Address:

<b>Activity/Event Budget</b>		\$
Total Income		\$
Expenses (attach sheet if needed)		
	(\$ )	
	(\$ )	
	(\$ )	
	(\$ )	
	(\$ )	
	(\$ )	
	(\$ )	
Total Expenses		(\$ )
Total Activity Income or Expense		\$

Event Description:

Major To Do's

- 
- 
- 
- 
- 
- 
- 
- 

Please include any recommendations for next time on the back of this form. Thank you.