

**Holy Family School  
Event Report  
2009-2010**

**Chairperson:** AS SOON AFTER YOUR EVENT AS POSSIBLE, please complete this event report and submit it to the Lead Room Parent of your class.

**Lead Room Parent:** PLEASE FOLLOW UP WITH THE CHAIRPERSON TO GET THE COMPLETED EVENT REPORT AS SOON AFTER AS POSSIBLE. Keep a copy for your binder then scan or e-mail the report to the **VP of Student Affairs** or put a copy to the attention of **VP STUDENT AFFAIRS** in the Parent Guild Box at the school office.

**Event Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**VOLUNTEERS**

<b>Chairperson:</b>	<b>E-mail Address:</b>	<b>Telephone:</b>
<b>Committee Members:</b>		
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		

**BUDGET:**

<b>ITEMS NEEDED:</b>	<b>Proposed Cost:</b>	<b>Actual:</b>
	<b>Total:</b>	<b>Total:</b>

**SUPPLIES NEEDED:**

<b>Supplies:</b>	<b>Where to obtain:</b>	<b>How to Order:</b>

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- **Procedures/Activities for Set-Up and Event. (Please include timeline and due dates):**

- **Evaluations/Suggestions for next year. (Please include what worked and what did not):**

**Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for all of your effort!**