

# PTA EVENT REPORT

Event Name: Teach or Treat

Event Coordinator: Sarah Weigley

Event Date and Time: October 29th, 5:00 PM - 6:00 PM

## INVENTORY ITEMS

Inventory Item #1:		
Item Name: Candy	Starting Inventory Count: 18,000 pieces	
Item Cost: \$500 + taxes	Ending Inventory Count: 0	
Notes: Bought in bulk from Oriental Trading Co. (10,000 pieces) We also had candy donated and used left over from previous year.		
Inventory Item #2:		
Item Name: Caution Tape	Starting Inventory Count: 1000 ft	
Item Cost: \$15	Ending Inventory Count: 100 ft	
Notes:		

Great

Okay

Failed

Event Notes:

Overall the event went over really well. It is estimated that we had 600 trick or treaters.

Using caution tape to direct the flow of traffic went extremely well.

Traffic entered through the double gates and exited through the Garden Gate.

Photo backdrops were hung up in Garden Gate & that went EXTREMELY well.

**1 Hour was the PERFECT amount of time.**

**This year we had 600 trick or treaters**

Should we do this event again?

Yes

No

Event Lessons Learned:

Have candy bags available for those who forget

Communicate directly to booths about how much candy to give (some were giving it out by the handfulls)

Let PTA know we need as many people to stay and help clean up at end

Students mentioned they missed the games

**MANY PEOPLE mentioned they preferred having the event outside**