

PTA EVENT REPORT

Event Name: Curriculum Nights

Event Coordinator: Steven Weigley

Event Date and Time: August 20, 2018, August 21, 2018 and August 22, 2018

INVENTORY ITEMS

Inventory Item #1: Item Name: Youth X-Small Shirt Item Cost: _____ Notes: _____	Starting Inventory Count: 14 Ending Inventory Count: 9
Inventory Item #2: Item Name: Youth Small Shirt Item Cost: _____	Starting Inventory Count: 12 Ending Inventory Count: 2
Inventory Item #3: Item Name: Youth Medium Shirt Item Cost: _____	Starting Inventory Count: 23 Ending Inventory Count: 2
Inventory Item #4: Item Name: Youth Large Shirt Item Cost: _____ Notes: _____	Starting Inventory Count: 17 Ending Inventory Count: 7
Inventory Item #5: Item Name: Adult Small Shirt Item Cost: _____	Starting Inventory Count: 19 Ending Inventory Count: 16
Inventory Item #6: Item Name: Adult Medium Shirt Item Cost: _____	Starting Inventory Count: 29 Ending Inventory Count: 25
Inventory Item #7: Item Name: Adult Large Shirt Item Cost: _____	Starting Inventory Count: 24 Ending Inventory Count: 17
Inventory Item #8: Item Name: Adult X-Large Shirt Item Cost: _____ Notes: _____	Starting Inventory Count: 13 Ending Inventory Count: 7

Inventory Item #9:		Starting Inventory Count: <u>9</u>
Item Name: <u>Adult XXL Shirt</u>		Ending Inventory Count: <u>7</u>
Item Cost: _____		
Inventory Item #10:		Starting Inventory Count: <u>0</u>
Item Name: <u>Adult XXXL Shirt</u>		Ending Inventory Count: <u>0</u>
Item Cost: _____		

VOLUNTEERS

Volunteer Station #1:		Number of Volunteers: <u>2</u>
Station Name: <u>Cashiers / Sales</u>		

Total Expense: \$ <u>-</u>	Total Gross Receipts: \$ <u>1,203.00</u>	Total Net Income: \$ <u>1,203.00</u>
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Event Outcome: Great Okay Failed

Event Notes:

Sold 11 Yearbooks. Sold 15 Memberships.

Lots of sitting around for 30-45 minutes and then a rush hits, but useful to have 3 people there during rush.

On the 5th and 6th grade night we sold NOTHING to parents.

Should we do this event again? Yes No

Event Lessons Learned:
