

PTA EVENT REPORT

Event Name: Meet Your Teacher / Open House Night

Event Coordinator: Steven Weigley

Event Date and Time: July 30, 2019 @ 5:00 PM

INVENTORY ITEMS

Inventory Item #1: Item Name: Youth X-Small Shirt Item Cost: _____	Starting Inventory Count: 45 Ending Inventory Count: 14
Inventory Item #2: Item Name: Youth Small Shirt Item Cost: _____	Starting Inventory Count: 70 Ending Inventory Count: 12
Inventory Item #3: Item Name: Youth Medium Shirt Item Cost: _____	Starting Inventory Count: 95 Ending Inventory Count: 23
Inventory Item #4: Item Name: Youth Large Shirt Item Cost: _____	Starting Inventory Count: 70 Ending Inventory Count: 17
Inventory Item #5: Item Name: Adult Small Shirt Item Cost: _____	Starting Inventory Count: 65 Ending Inventory Count: 19
Inventory Item #6: Item Name: Adult Medium Shirt Item Cost: _____	Starting Inventory Count: 70 Ending Inventory Count: 29
Inventory Item #7: Item Name: Adult Large Shirt Item Cost: _____	Starting Inventory Count: 70 Ending Inventory Count: 24
Inventory Item #8: Item Name: Adult X-Large Shirt Item Cost: _____	Starting Inventory Count: 50 Ending Inventory Count: 13
Inventory Item #9: Item Name: Adult XXL Shirt Item Cost: _____	Starting Inventory Count: 35 Ending Inventory Count: 9

Inventory Item #10:		
Item Name: <u>Adult XXXL Shirt</u>	Starting Inventory Count: <u>1</u>	
Item Cost: _____	Ending Inventory Count: <u>0</u>	

VOLUNTEERS

Volunteer Station #1: Station Name: <u>Membership / Yearbooks</u>	Number of Volunteers: <u>2</u>
Volunteer Station #2: Station Name: <u>T-Shirts / Bricks</u>	Number of Volunteers: <u>1</u>
Volunteer Station #3: Station Name: <u>QC Line Person</u>	Number of Volunteers: <u>1</u>
Volunteer Station #4: Station Name: <u>Cashiers</u>	Number of Volunteers: <u>4</u>
Volunteer Station #5: Station Name: <u>Floater</u>	Number of Volunteers: <u>2</u>
Volunteer Station #6: Station Name: <u>Setup</u>	Number of Volunteers: <u>4</u>

Total Expense: \$ <u> -</u>	Total Gross Receipts: <u>\$ 5,929.91</u>	Total Net Income: <u>\$ 5,929.91</u>
--------------------------------	--	--------------------------------------

Event Outcome: Great Okay Failed

Should we do this event again? Yes No

Event Lessons Learned:

- Need more PayPal accounts.

- Need to make sure we have plenty of copies.

- Need one more credit card machine.

Items Sold

- 19 Individual Memberships
- 27 Family Memberships
- 5 Silent Memberships
- 0 Brick
- 44 PTA Yearbooks
- 69 Regular Yearbooks
- 7 Yearbook Messages
- 228 Shirt Sales