

PTA EVENT REPORT

Event Name: Grandparents Breakfast

Event Coordinator: Steven Weigley

Event Date and Time: September 6, 2019 / 7:00 AM - 8:05 AM

INVENTORY ITEMS

Inventory Item #1:		Starting Inventory Count: <u>10</u>
Item Name: <u>Pancakes</u>		Ending Inventory Count: <u>1</u>
Item Cost: <u>\$ 19.04</u> per case		
Inventory Item #2:		Starting Inventory Count: <u>6</u>
Item Name: <u>Syrup</u>		Ending Inventory Count: <u>0</u>
Item Cost: <u>\$ 8.86</u> per case		
Inventory Item #3:		Starting Inventory Count: <u>5</u>
Item Name: <u>Bacon</u>		Ending Inventory Count: <u>0</u>
Item Cost: <u>\$ 46.60</u> per case		
Inventory Item #4:		Starting Inventory Count: <u>8</u>
Item Name: <u>Styrofoam Trays</u>		Ending Inventory Count: <u>3</u>
Item Cost: <u>\$ 0.20</u> per sleeve		
Inventory Item #5:		Starting Inventory Count: <u>280</u>
Item Name: <u>Chocolate Milk Containers</u>		Ending Inventory Count: <u>37</u>
Item Cost: <u>\$ 0.20</u>		
Inventory Item #6:		Starting Inventory Count: <u>70</u>
Item Name: <u>White Milk Containers</u>		Ending Inventory Count: <u>8</u>
Item Cost: <u>\$ 0.18</u>		
Inventory Item #7:		Starting Inventory Count: <u>70</u>
Item Name: <u>Strawberry Milk Containers</u>		Ending Inventory Count: <u>47</u>
Item Cost: <u>\$ 0.20</u>		
Inventory Item #8:		Starting Inventory Count: <u>70</u>
Item Name: <u>Apple Juice Containers</u>		Ending Inventory Count: <u>0</u>
Item Cost: <u>\$ 0.18</u>		
Inventory Item #9:		Starting Inventory Count: <u>140</u>
Item Name: <u>Orange Juice Containers</u>		Ending Inventory Count: <u>0</u>
Item Cost: <u>\$ 0.21</u>		
Inventory Item #10:		Starting Inventory Count: <u>10</u>
Item Name: <u>10 Gallons Coffee</u>		Ending Inventory Count: <u>1</u>
Item Cost: <u>\$ -</u>		
Notes: <u>Item was donated by vendor (Starbucks)</u>		

VOLUNTEERS

Volunteer Station #1: Station Name: <u>Pan food the day before (Thursday)</u>	Number of Volunteers: <u>2</u>
Volunteer Station #2: Station Name: <u>Setup</u>	Number of Volunteers: <u>4</u>
Volunteer Station #3: Station Name: <u>Servers</u>	Number of Volunteers: <u>6</u>
Volunteer Station #4: Station Name: <u>Money Takers</u>	Number of Volunteers: <u>4</u>
Volunteer Station #5: Station Name: <u>PTA T-Shirt and Spirit Sales</u>	Number of Volunteers: <u>2</u>
Volunteer Station #6: Station Name: <u>Cleanup</u>	Number of Volunteers: <u>4</u>

Total Expense: <u>\$ 600.37</u>	Total Gross Receipts: <u>\$ 1,147.95</u>	Total Net Income: <u>\$ 547.58</u>
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Event Outcome:

Great

Okay

Failed

Event Notes:

We sold shirts again and it was awesome! Only one person at that booth this year - make sure to have two.

Ran out of Bacon - give out 2 pancakes and 2 pieces of bacon! Started with 3 and that was too much.

Correct amount of syrup! Had 1 pancake left over - don't buy extra like this year - ONLY 9!

Should we do this event again?

Yes

No

Event Lessons Learned:
