**Long Lots PTA**

**Committee Report**

**COMMITTEE NAME:**

**COMMITTEE VOLUNTEERS AND CONTACT INFORMATION:**

**DATE(S) OF EVENT:**

**JOB DESCRIPTION AND TIMELINE FOR COMMITTEE:**

(please give a specific description of what your committee does)

TIMELINE:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

**TIMELINE FOR DAY OF EVENT:**

**CONTACTS WITH NAME AND PHONE NUMBERS**:

(this should include any long lots personnel, vendors and organizations)

**SUPPLIES NEEDED IF APPLICABLE:**

**FOOD/DRINK IF APPLICABLE:**

**ACTUAL EXPENSES:**

(itemize all items)

**BUDGET:**

**NUMBER OF VOLUNTEERS USED AND RESPONSIBILITIES:**

**COMMENTS:**

**SUGGESTIONS FOR NEXT YEAR:**