



*John Adams Academy - EDH*  
*Parent Service Organization*  
**PSO Historian Form**

## **Committee & Volunteer Information**

Committee Name:

Committee Chair

Name:

Email:

Phone:

Committee Co-Chair (*if applicable*)

Name:

Email:

Phone:

PSO Board Liaison

Name:

Email:

Phone:

## **Event Information**

Name of Event:

Date of Event:

Event Location:

Summary of Event:

Number of Attendees

Scholars:

Adults:

Number of Event Volunteers:

List Primary Volunteer Responsibilities:

Notes on Committee Planning Meetings (*how many and how often*):

Notes on Event Set-Up:

Notes on Event Clean-Up:

What went well:

What needs improvement:

## Event Budget

Total PSO Event Budget:

Actual Expense:

Difference:

*If applicable, please breakdown budget detail in the following table:*

<b>Item/Description</b>	<b>Amount Spent</b>
<i>Ex: 10 Packs 40 water bottles</i>	<i>\$110</i>

## List of Supplies

*If applicable, please list event supplies in the following table:*

<b>Item/Description</b>	<b>How Acquired</b>	<b>Reusable</b>	<b>Storage Location</b>
<i>Ex. 3 strands of white lights</i>	<i>Donated by Smith Family</i>	<i>Yes</i>	<i>PSO Closet in 1102</i>


**Event Marketing**

How was this event advertised:

Flyers *(insert picture)*:

Maps *(insert picture)*:

Key Photos *(event photos are taken by the PSO Photography Committee - only insert event photos relevant to set-up, layout, etc)*:

**Recommendations for Future Events**

How many volunteers do you recommend for this event to succeed next year:

Ideal Budget Amount Needed:

Other Recommendations: