



## **EVENT SUMMARY**

### Communication:

What modes of communication were utilized:

Were all necessary?

Additional considerations in regards to communication (i.e. more needed, timeline should be changed, etc.)

### Volunteers:

Did all volunteers report to the event?

Were volunteers able to understand their role?

Are the number of volunteers provided essential or could the event use more/less?

What else needs to be addressed with volunteers?

### Budget:

Did the event utilize the budget effectively or was the amount too little or too much?

Were the supplies needed readily available?

How many supplies were utilized from the home and school storeroom?

### Procedures:

On a scale of 1 -10 with 1 being needs great improvement to 10 being perfect, how well did the event run?

Please explain any score below 5.

What changes would you make to improve the event?