

Chairperson Summary of Swallow Education Foundation Event

Thank you so much for your time and effort in making this event a success. To ensure that the event run smoothly for the next chairperson, we kindly ask that you take a few moments to fill out some information about the event. Please turn in this sheet **NO LATER THAN TWO WEEKS FOLLOWING THE EVENT**. Turn the sheet into an officer/director of the Swallow Education Foundation.
Again, thanks so much for your help!

1. How many families attended the event?
2. How many volunteers helped at the event? Did you need more or less?
3. Amount of profit made from the event?
4. Please list all expenses.
5. Budget
Do you feel that the budget for this event was appropriate or does it need to be increased/decreased?
6. Please give a recap of the event and include any changes you would recommend be made to the event.