

LGE Home & School Association

Event Documentation & Feedback Form

In an effort to keep better records regarding HSA events and committee work from year to year, we are asking all Committee Chairs to fill out the information below. Please also attach any floor plans/facilities set up, copies of sign up genius forms/item donations that would be helpful for future reference.

Please complete the form, include all attachments, and send to school in envelope marked HSA or place in HSA mailbox in the LG Front Office within 2 weeks of your event.

Thank you for all you do!

Name of Committee/Event:

Date of Event:

Year:

Chair Name and Contact Information (please include any co-chairs):

Location of Event (indicate **all spaces needed/reserved** even if on multiple days):

Planning Process/Timeline (when were contacts made/areas reserved/equipment rented? etc.):

Budget: Enough? Too little? Amount needed for next year?

Promotion Plan (posters, emails, parent contacts, student groups, etc.):

Outside contacts (name and contact information):

FEEDBACK FORM – Your feedback is essential to HSA. Please share your thoughts and suggestions below...

- 1) How was your experience as a Committee Chair?
- 2) What information/resources, if any, did you find essential to your planning?
- 3) What information/resources, if any, did you need that HSA **did not** provide?
- 4) What recommendations do you have to improve the process of chairing a Committee?
- 5) Would you like to Chair or Co-Chair this Committee again next year?