

Conway School Association Committee Chair Report

Please complete the form below at the completion of your event and submit it to CSA President, Kathy Birchfield via the CSA Mailbox in the office. Thank You!

Committee:

Committee Chair(s):

Committee Members:

Date or dates of event(s):

Expenses incurred (if any):

Total Time Commitment for Chair(s):

Event Details

Publicity:

Building Use/Location:

Food (if any):

Volunteers (number for set up/during/after event):

Decorations:

Event Results

Total Participation/Funds Raised (if fundraising event):

Brief Recap/Assessment of Event:

Recommendations for Next Year:

Please attach any timelines, spreadsheets, copies of flyers or email text, or additional information used.