[Type Name of Event here]

[Type the Committee Name]

[Year]

OPHS ASB

**Brief Overview of Event/ Fundraiser**

Write a general synopsis of the event. Why was the event held? When was the event held? What happened during the event? Write as much as possible; you are not limited to a certain amount of space.

**Items Purchased for Event**

What items were purchased for the event? This can include food and drinks, prizes, and any items necessary to put on the event. Be specific (quantities of items purchased, where they were purchased, and the price of the items). State the purpose for each item, and the aforementioned information. Purposes include the following descriptions Necessary for Event Set-up, food/beverages, prizes.

**Steps Taken to Plan This Year’s Events**

Most ASB events already have instructions on how to run the event. However, some items may be tweaked each year. In this section, include any steps that were taken that differ **on a large scale** from the instructions on the event and the following information:

* When did planning the event begin this year?
* What time did ASB come to set-up the event (on the day of the event)?
* When were the items purchased for the event (can include prizes, food/beverage, and items necessary to run the event)?
* How many ASB people are needed to run this event? Were there multiple shifts for this event? If so, what time were the shifts?
* When did advertising for this event begin? What kind of advertising was used (ex. Announcements, flyers, large posters)? Was the advertising successful? Type yes next to each form which was used.
1. Bulletin Announcements:
2. Large Posters:
3. Flyers:
4. PFC E-News:
5. PFC Monthly News Letter:
6. OPHS Marquee:
7. Video Announcements:
8. The Acorn:
9. ASB In-Class Announcements:
10. Other (Please specify)
* Is adult supervision necessary for this event (ex. Mr. Peters).
* What was the price to enter the event (If applicable)
* Any special arrangements or meetings that need to be made to make this event possible (ex. Who did you need to talk to in order to make this event happen?
* Is a cashbox necessary for this event? If so, how many?

**Analysis/ Ideas for Future Years**

In this section, include a detailed analysis of the event. What worked and what didn’t work? Was the event a success, if not why not? Any ideas to make this event bigger, better, or more successful (financially wise and attendance wise) in the future?
Examples of what to include:

* Was the event a success? If not, what can be done to make it more successful?
* What can be done to make the event bigger, better, or more successful in the future?
* Was the event at the proper time of year? If not, when should the event take place
* Was the event planned with sufficient time? If not, when should it be planned?
* Was set-up at a proper time? Does ASB need to come earlier or later?
* Do items need to be purchased earlier than previously done?
* Were enough ASB members present at the event? Should there be more or less?
* If applicable, were the entrance fees set at a correct price? Should there be higher or lower?
* Do any additional items need to be purchased in the future?
* Were any incorrect steps taken by ASB this year when planning or executing the event? What should be done differently in future years?
* What did ASB do well in this event? What contributed to its success?
* Tips/hints for future years that may make life a little bit easier?
* Any recurring problems occur during this event?
* Any additional information you wish to include as part of the analysis. Your thoughts, opinions, etc.

**Profit/Loss**

In this section, please include profit and loss information if this event was a fundraiser, or is expected to bring in a profit for ASB. In this section, please list expenses per category (ex. Supervision, food items, prize items, set-up items, Etc.). Additionally, please list profit per category (ex. Ticket sales, donations, food sales, etc.). Calculate the overall balance. Was the event a profit or a loss? If the event was a loss, please explain briefly why the event was a loss. This explanation is closely related to the “Analysis” section explanation.

**Administrative Forms**

If the specified administrative form was used, please fill out the dates that each form was turned in to the school office. If a sheet wasn’t used, simply type N/A. Please write any additional comments about a certain sheet, should there be any, next to the date the sheet was turned in.

1. Oak Park High School Event Planning Guide:
2. Oak Park High School Fundraising Form:
3. Event Fee & Setup Worksheet:
4. Field Trip/Excursion Authorization and Medical Treatment Authorization Form (passed out to ASB members going on a trip):
5. Field Trip Request From (Mainly filled out by ASB Advisor):
6. Bus/Transportation Request Form (Mainly filled out by ASB Advisor):
7. School Driver Certification Form (Mainly filled out by ASB Advisor)
8. Oak Park Unified School District Field Trip Planning Guide/Checklist (Mainly filled out by ASB Advisor):
9. Field Trip Procedures: