

Parent Coordinator Event Planning and Feedback Form

Event: _____

Coordinator from last year contact information (name, phone number, email address):

1. Please list the steps that you took while planning and the approximate timeline of those steps:

2. Who will I need to be in contact with? (teachers, businesses, administrators, coaches, other parents?)

3. Finances/Costs?

4. Equipment/Materials/Supplies Needed?

5. Any other information that will be helpful to future parent coordinators of this event?

6. What went well?

7. What would you change for next time?