

## Glencoe PTO Co-Chair Report 2018-19

Thank you for working on your event/program and for bringing your talents and energy to the Glencoe schools and community. Please take a few minutes to report on your event/program. Next year's co-chairs will be most appreciative! Note: There are two (2) sections to this report. Please fill out the ones applicable to your event/program.

Event/program:

Event Date:

Location:

Hours of event/program:

Co-chairs (include phone and email):

Timeline for event:

Publicity for event:

Attach any publicity materials (via email, if possible):

What advice would you give next year's co-chairs for this event?

Would you recommend any changes to the event/program? If so, what are they and why?

List everyone who worked on this event/program, their roles and contact info.

Did your program/event handle money or contracts?

Please email this document to Suzanne Silberman at [sncrandall@gmail.com](mailto:sncrandall@gmail.com)

**THANK YOU** for all your work and sending us your report. Next year's co-chairs thank you, too!