



GRAD NIGHT COMMITTEE REPORT (Example)

Name of School _____ Date: _____

Committee: _____

Chairperson: _____ Phone: _____

Co-Chairperson- _____ Phone: _____

Total number of Committee Members: _____

Committee names and phone numbers:

Budget: Estimated: \$ _____ Actual: \$ _____

COMMITTEE REPORT (Please add additional sheets if necessary):

1. Please list major actions taken by the committee including the date
(add drawings, examples and samples if applicable):

3. Make recommendations for changes you feel would improve this committee:

4. List where items/activities/supplies were obtained and approximate cost:

5. Would you obtain items from the same supplier again (Why or why not)?

4. Add comments about the party in general.

Please complete this report and turn into the Grad Night Chairperson. Thank You!!!