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!!!