

Bellbrook Music Boosters Committee Project Report

Submit this form to Executive Board after said event/project.

Use as much room as you need! In addition to filling out the information on this report, attach copies of fliers or other communication, with notes on how and when they were distributed. Also, if relevant, include a copy of the set-up diagram for the event.

Date of event, or school year:

Committee name:

Project or function:

Committee members:

Contact people and resources:

Expenses:

Income:

How many volunteers (including committee members) worked on this committee or project? Was that enough volunteers? Not enough? Too many?

Timeline (This information will be the most helpful for future committee chairs and members!
Please include all relevant dates, e.g., when you started planning, when you had meetings, when you submitted information to newsletters, etc.):

Other planning or organizational information that will help improve the project, or continue to make it a success: