| Event Name: | Event Date: |
| --- | --- |
| Event Location: | Event Time/s: |
| Total Attending: all students/parents | Also Included:  ☐ Community Use (for on-site events after 6 pm & weekends)  ☐ Facility Use Request (new form)  ☐ Flyers (submit paper copy of digital flyers)  ☐ Event Timeline |
| Officer/Chairperson: |
| Position: |
| Contact Phone: |

| | **Basic Idea & Goals:** | | --- |  | Budget: | Resources: | | --- | --- |  | Volunteers Needed:  Needs: | | --- | | Evaluation Process: | | Committee Members |  | Action Steps: | Person Responsible: | Deadline: | | | | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |
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Signatures: Date:

| PTA VP |  |
| --- | --- |
| PTA Co-Pres. |  |
| Principal |  |