| 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 |  |