

SAINT TIMOTHY CATHOLIC SCHOOL PTO



Event Planning Worksheet

Please submit to the PTO Board (stsppto@sttimothyparish.org) for review & approval at least 2 weeks before the event date.

Name of Event: _____ Date of Event: _____

Time Event Begins:	Time Event Ends:
Time Set-Up Begins:	Time Clean-Up Ends:
Point of Contact:	Phone #:
Email:	

Description of Event:

Volunteer Needs

Please include any staff members required for your event to run smoothly. Staff member availability is subject to their schedule. Use the back side to list additional volunteer needs.

<u>Volunteer Names</u>	<u>Volunteer Duties</u>

Location

<u>List Area(s)/Room(s) to be used</u> Example: Cafeteria	<u>List resources needed in respective areas</u> Example: Laptop projector cart, 2 cafeteria tables, 10 pink padded chairs

Event Budget

<u>List Budget Item Requests</u> Example: Posters	<u>Budget Item Details</u> Example: Six posters for school Hallways @ 14.73 each

*Note: All budget item requests must be submitted to the PTO board for approval. Find the PTO Budget Request form here.

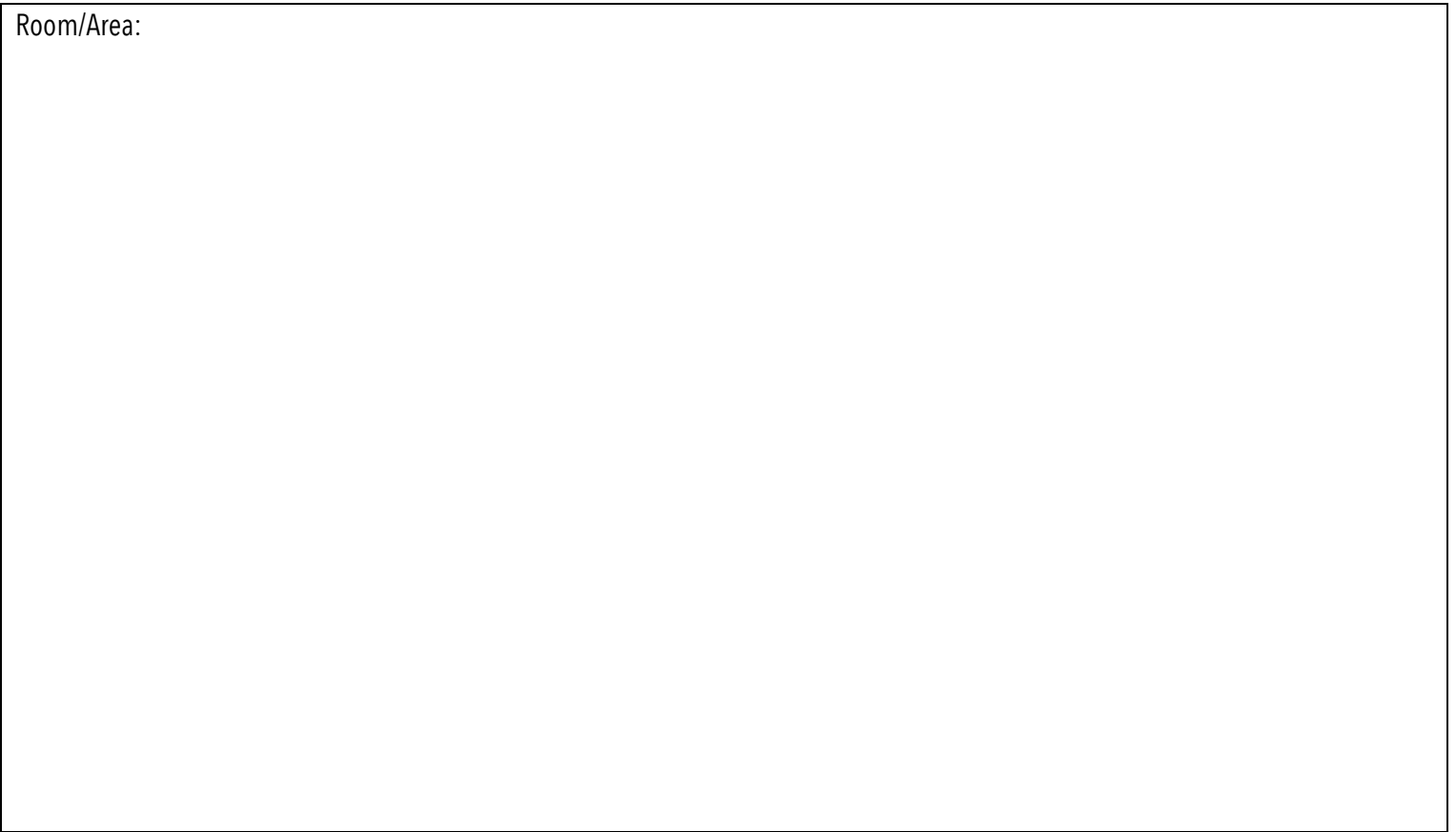
Please list any special circumstances for the PTO Board to review

Use the back side to provide more detail if needed.

Special Circumstance	Detailed Information	Initials
Ex:Photos will be taken	Check with school regarding photo optouts before sharing pictures	jm

Please draw a schematic of any rooms/areas used that require specific set-up for custodians to follow.

Room/Area:



Signature: _____ Date: _____

PTO Board Only Section

Date Received: _____ Approval Signature: _____

Notes or Follow-Up Items: _____

