

# EVENT OUTLINE FORM

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Please complete this form and submit it to the PTG Executive Board for approval prior to your event taking place. We need to have advance notice of all things pertaining to your event before checks can be issued. Prior to copying, please include any flyers that will be sent home to students. The Principal and the PTG Executive Board must approve the flyers before they may be distributed.  
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Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Budget: \_\_\_\_\_ (Refer to your budget in your binder and your Launch Document.)

Itemized Budget: Please attach a separate sheet of paper.

Event Set-up (gym, cafeteria, after school, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Prizes / Awards to be given, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Donations to be solicited from area businesses (These MUST be approved by the PTG Board before you can contact any business for a donation.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please briefly explain the format for the event and any additional requirements (assembly needed during school, custodial help to set-up, etc.). You may attach a separate sheet listing this information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you already have a written outline of your event, you may submit it instead of this form. Please complete and submit in advance of your event allowing time for all of your planning and purchasing (approximately 4 weeks). We appreciate your help and good luck in planning a successful event!

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_

PTG Approval: \_\_\_\_\_ Date: \_\_\_\_\_