

HANSON PTO EVENT REQUEST



Event Name: _____

Event Date: _____ Event Time: _____

Chairperson Name: _____ Sub Committee to be created? (YES/NO)

Facilities/space needed? (YES/NO)

of Volunteers needed? _____ Signup Genius? (YES/NO)

Number of attendees anticipated: _____

Flyer to be Created? (YES/NO) If Yes, (PRINTED/SCHOOL MESSENGER/BOTH)

Students Only? (YES/NO)

If No Please Explain _____

\$ Amount Requested: _____

Estimated breakdown of costs:

Food: _____

Supplies: _____

Entertainment: _____

Decorations: _____

Other (please explain): _____

Brief description of event:

All applications to be submitted to HansonPTO@yahoo.com at least 90 days prior to event.
Event to be voted on at PTO member meeting.