

Please download a new copy for your event.

**Instructions:**

Please work with the Board to complete an Event Proposal Form to capture all event components and logistics.

Please prepare an event flyer in English and Spanish.

After Board approves proposal and flyers, email them to Ms. Pina 6-8 weeks before your event and request a meeting to review.

Your Board is here to help! Reach out with any questions!



**Event or Program Proposal Title:**

**Event/Program Name:**

**Event Leads:**

**Date(s):**

**Location(s):**

**Expected Cost from PTCO:**

**Expected Cost from Families:**

**Whole school benefit:**

*Please describe how this event benefits Preschool to 5<sup>th</sup> grade students*

**Event/Program Overview:**

**Event/Program Logistics and Timeline:**

**Teacher/Staff Requirements and/or Responsibilities:**

**School Requirements and/or Responsibilities:**

**Volunteer Requirements and Responsibilities:**

**Event Layout Diagram:**

**ATTACH EVENT FLYER(S)**