

2025-26

Event Title:

Event Date:

Budget: (check the working budget on the webpage to find this)

Committee Members and contacts:

- 1) Do you need a flyer or information posted on Social Media or Fox Facts?
 - Please include QR codes to get to websites on any flyers (don't type the website)
 - Email the correct people (check the committee webpage) to have them help you! We can make flyers, get all social media posts up and information into the Fox Facts.

Email Colleen and Alix to help with communications: alixkarafiat@gmail.com and cmkorzen@gmail.com

- 2) SignUp for Volunteers:

Do you want to set up the Sign Up on your own, or have our person do it?

Needs to be ready 1 mo before the event:

- Needs to shared 3-4 weeks out: Fox Facts, on Social Media, and our webpage
- Clear instructions for volunteer roles

Volunteer Needs

Volunteer type (adult or student)	Number	Instructions for Role

- 3) Building needs for an event at Meadowview:

Email the principal and cc the Meadowview PTO email and VP

- Set up needs at Meadowview
- Having the doors unlocked at a certain time

If you would rather use a spreadsheet to organize your event details, please link it here:

Activity	Details if needed	Cost and Provider	Who is doing this?	Should we do this again next
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